

# School of Engineering and Applied Science (SEAS) Employee Council By-Laws

(amended September 18, 2009)

- I. Purpose
- II. Membership
- III. Meetings, Minutes, and Communication

## **I. Purpose**

- A. To facilitate communication between classified and university staff and the SEAS Dean;
- B. To address employee concerns and develop avenues for effective resolutions to issues concerning classified and university employees;
- C. To provide a liaison with the administration;
- D. To help create a more pleasant and productive working environment by receiving information from the Dean.

## **II. Membership**

- A. The SEAS Employee Council (The Council) is composed of one representative from the classified and university staff of each SEAS department or division. To be eligible, the representative must have been a SEAS employee for at least one year. The representative and one alternate will be elected annually by the classified and university staff in each department or division. Department and division elections will be held before the July meeting of the Council.
- B. All SEAS representatives to the Provost Employee Council shall be included as ex-officio, non-voting members so as to take pertinent issues to this level if necessary.
- C. Each term of membership will be for one year beginning September 1 and ending August 31 of the following year. Representatives are eligible for re-election.
- D. Representatives should send their alternates to meetings that they themselves cannot attend. The alternates will have the power to act on behalf of the representative on any business at hand.
- E. Should a representative be unable to complete a term for which they were elected, the alternate will be allowed to complete the term.
- F. Each representative will be responsible for communicating to the classified and university staff in their department or division all the actions of the Council, and for bringing to Council concerns of the classified and university staff.

## **III. Meetings, Minutes, and Communications**

- A. The Council will meet monthly during the calendar year except for the month of August and at its discretion (by majority rule) at other times as warranted by urgency of issues.
- B. After all representatives have been notified of a Council meeting, fifty percent (50%) of the voting members of Council must be present in order to be considered a quorum for conducting business.
- C. A motion to amend these by-laws will require approval by two-thirds of the voting members of the SEAS Employee Council.
- D. The July meeting of the Council will be comprised of all current Council members, along with any newly elected department or division representatives and their alternates. The Council Chair, Vice Chair and Secretary shall be elected at the July meeting of the Council by the department and division representatives (or their alternates) who are scheduled to serve a term beginning the following September. The Chair will be responsible for speakers and agendas, as well as conducting meetings. The Vice Chair will perform the duties of the Chair or Secretary in his or her absence. The Secretary will record minutes at the meetings and be responsible for maintaining the mailman list.
- E. The Secretary will issue copies of the minutes and other communications to each Council member and alternate, who should dispense them to the classified and university staff in their department. Employees without an e-mail address will receive their correspondence from the representative of that department or division.
- F. The Council will act upon such business as is brought to it by the representatives or the Dean, and will make recommendations to the Dean as it deems appropriate.
- G. All motions, votes, or other decisions of the Council must be transacted at a physical meeting of the Council's representatives in accordance with the Council's By-laws. No official business of the Council may be transacted through the use of an e-mail mailing list, or other system for electronic communication.