

# STAFF ASSEMBLY UC DAVIS

## **Staff Assembly Bylaws**

Last revised April 12, 2021

### **I. AUTHORITY**

From the Chancellor and by vote of the staff of the University of California, Davis in accordance with University policy 270-05. (Am. 3/14/84) (Am. 10/25/06)

### **II. NAME**

The name of this organization shall be the UC Davis Staff Assembly. (Am. 5/15/79) (Am. 10/25/06)

### **III. PURPOSE AND OBJECTIVES**

- A. To promote and advocate the welfare, interests and diversity of the staff, the campus, and the University of California following the Principles of Community. (En. 10/25/06)
- B. To stand as a University-sanctioned organization of staff employees, which will have a voice in matters pertaining to the University within the limitations imposed by law. (Am. 11/3/83)
- C. To provide opportunities for increased staff participation in the governance of the Davis campus. (Am. 11/1/94)
- D. To promote and advocate improved communication and interaction with all University of California, Davis staff employees. (En. 5/21/86) (Am. 11/1/94) (Am. 10/25/06)
- E. To promote and advocate the involvement and interaction of staff among other University of California, Davis organizations and units. (Am. 11/1/94) (Am. 10/25/06)

### **IV. STRUCTURE**

- A. Membership shall be automatic to all non-academic career staff employees of University of California, Davis. (Am. 10/22/91)
- B. Participation

1. All Executive Committee and General Assembly members who are in exclusively represented units may participate in all discussions and activities of the assembly except those concerning scope of representation as defined by HEERA (wages, hours, and other terms and conditions of employment). (En. 10/25/06) (Am. 3/1/13) (Am. 1/23.17)
2. Members who are in exclusively represented units may not hold chair or chair elect positions of the Staff Assembly Executive Committee, or any other committee that deals with issues within the scope of representation. (En. 3/14/84; Am. 4/26/89; 11/1/94) (Am. 10/25/06) (Am. 3/1/13) (Am. 5/1/15)

## **V. QUORUM**

Two-thirds (2/3rds) of the Staff Assembly Executive Committee present shall constitute a quorum for the transaction of business. (Am. 10/31/88) (Am. 10/25/06) (Am. 3/1/13) (Am. 5/29/19)

## **VI. MEETINGS**

### **A. Frequency (Am. 3/1/13) (Am. 1/23.17)**

1. Staff Assembly shall meet as often as necessary, but not less than once per academic quarter, with a goal of meeting once per month. All members of the Assembly may attend meetings.
2. The Executive Committee shall meet as often as necessary, but not less than once per academic quarter, with a goal of meeting once per month. All members of the General Assembly and invited guests may attend Executive Committee meetings.
3. Emergency or special meetings shall be called by the chair at any time as necessary.

### **B. Rules of Order (Am. 5/11/83) (Am. 10/25/06) (Am. 3/1/13)**

The rules contained in Robert's Rules of Order shall govern the Staff Assembly in all cases to which they are applicable insofar as they are not inconsistent with these bylaws. (Am. 5/29/19)

## VII. EXECUTIVE COMMITTEE (Am. 3/1/13)

The Executive Committee of the Staff Assembly shall be the Chair, Chair Elect, Secretary, Communications Chair, Outreach and Marketing Chair, Member Engagement Chair, Finance Chair, and Events Chair. Co-chairs may be elected in the event of a tied election or if nominated as a pair. (En. 10/22/91) (Am. 11/1/94) (Am. 10/25/06) (Am. 5/1/15) (Am. 5/29/19) (Am. 4/12/2021) Staff Assembly voting members shall elect the Executive Committee of the Staff Assembly from within its own membership. (Am. 1/23/17) Executive Committee members must be members in good standing, fulfilling their assigned roles as defined in the bylaws to the satisfaction of the Executive Committee (See Article VII, Section D for removal policy). In addition to the roles described below, Executive Committee members may represent Staff Assembly on campus committees as part of executive committee duties or as requested by the Chair. (Am. 11/1/94) (Am. 10/25/06) (Am. 3/1/13) (Am. 1/23/17) (Am. 4/12/2021)

### A. Duties

The Executive Committee will vote on any action items on behalf of the Staff Assembly. All Executive Committee members are required to volunteer for a minimum of two (2) events per year hosted by Staff Assembly.

#### 1. Chair

- a. Shall preside at all meetings of the Assembly.
- b. Shall call emergency or special meetings of the general membership as circumstances may warrant.
- c. Shall act as official representative of the Assembly for purposes of communication with campus administrative officers, other campus organizations and their officers, and news media. (Am. 10/22/91) (Am. 3/1/13) (Am. 1/23/17) (Am. 4/12/21)
- d. Shall, at the request of the Chancellor, Provost or other campus leader, nominate staff employees for service on administrative committees. Such nominations shall be reported to the general membership. Nominations shall be coordinated by the chair with General Assembly consultation. (Am. 11/1/94) (Am. 3/1/13) (Am. 1/23/17) (Am. 4/12/21)
- e. Shall have primary responsibility for assigning and supervising the workload of the Staff Assembly Coordinator. (En. 5/1/15)

f. Shall serve as an ex officio, non-voting member for one year after the term expires. (En. 10/22/91)

g. Shall represent Staff Assembly at two UC Davis Health Staff Assembly Executive Committee meetings annually, in person or by phone, and provide an update at the following Staff Assembly meeting. (Am. 5/29/19)

g. Shall delegate any of the above duties as appropriate. (En. 11/1/94)

## 2. Chair Elect

a. Shall perform the duties of the chair, as circumstances may require, during the absence of the chair.

b. Shall automatically succeed the chair at the end of their term. If a vacancy occurs in the office of the Chair, the Chair Elect shall automatically succeed for the remainder of the term plus one year.

c. Shall perform other duties as requested by the Chair, including participating in various meetings and processes to learn the duties required of the Chair.

d. Shall appoint members and the chairperson for the various standing committees and sub-committees of the Staff Assembly. (Am. 10/25/06) (Am. 3/1/13) (Am. 5/1/15) (Am. 1/23.17) (Am. 5/29/19)

e. When the Council of UC Staff Assemblies (CUCSA) delegate position is vacant, shall serve as UC Davis' CUCSA delegate for two years. (Am. 4/12/21)

## 3. Secretary

a. Shall receive petitions for the nomination of officers and ballots of the general membership and shall otherwise assist in the conduct of elections.

b. Should the secretary be unable to perform these duties in connection with any election by reason of illness, participation in the election as candidate or signer of a nominating petition, or any other cause, the Executive Committee shall select another of their number to perform them. (Am. 3/1/13) (Am. 1/23/17)

- c. Shall work with Executive Committee members to review and maintain bylaws annually and ensure Staff Assembly adheres to the bylaws. (En. 10/25/06) (Am. 3/1/13) (Am. 5/29/19)
  - d. Shall assist Staff Assembly coordinator with meeting minutes. (Am. 1/23/17)
  - e. Shall collect annual information on Staff Assembly activities and compile an annual report for presentation to the Chancellor and UC Davis staff. (Am. 5/29/19)
4. Communications Chair (En. 10/25/06) (Am. 3/1/13)
- a. Shall provide input and direction for all Staff Assembly communication programs and will work closely with the Staff Assembly Coordinator on communications related activities. (En. 5/29/19)
  - b. Shall assist in publicizing and reporting Staff Assembly programs, partner programs, accomplishments and issues relevant to staff and shall issue announcements and/or information to other appropriate media, such as *Dateline* and Staff Assembly website. (Am. 5/29/19) (Am. 4/12/21)
  - c. Shall create the Staff Assembly newsletter (“Staff Voice”) and obtain and organize information and images suitable for publication from such sources as Staff Assembly and/or the Executive Committee. (Am. 5/29/19) (Am. 4/12/21)
  - d. Shall maintain the Staff Assembly’s social media channels (e.g., Facebook, Twitter, Slack, etc.) on a regular basis, using content from various sources (e.g., Staff Assembly’s newsletter, UCOP newsletters, *Dateline*) as appropriate. (Am. 5/29/19) (Am. 4/12/21)
  - e. Shall manage overall Staff Assembly communications and advertisements from planning through implementation and reporting on both Staff Voice and Google Analytics for Staff Assembly website. (Am. 4/12/21)
  - f. Shall perform other duties as requested by the Chair.

5. Outreach and Marketing Chair (Am. 11/1/94) (Am. 10/25/06) (Am. 3/1/13) (Am. 5/29/19) (Am. 4/12/21)

- a. Shall recruit members to Staff Assembly in an active manner, by such means as are deemed appropriate. (Am. 1/23.17)
- b. Shall evaluate the qualifications of potential committee nominees and recommend appointments to the Chair Elect.
- c. Shall secure confirmation from potential nominees of their willingness to serve.
- d. . Shall facilitate Staff Assembly involvement with the following but not limited to: annual tabling events and small gatherings such as coffee chats or speaker events. (En. 5/29/19)
- e. Shall perform other duties as requested by the Chair

6. Member Engagement Chair (Am. 4/12/21)

- a. Shall develop and execute an annual membership engagement plan. (Am. 5/29/19) (Am. 4/12/21)
- b. Shall coordinate events and initiatives to promote member engagement, including but not limited to: breakfast with the Chancellor, tours, staff appreciation at sports events. (En. 5/29/19) (Am. 4/12/21)
- c. Responsible for understanding, analyzing and sharing staff engagement data (Am. 4/12/21)
- d. Shall perform other duties as requested by the Chair

7. Finance Chair (En. 5/1/15)

- a. Shall provide the Executive Committee with a proposed budget for the following year based on anticipated expenditures.
- b. Shall prepare quarterly reports for the Executive Committee; annual end-of-year reports for the Executive Committee, and annual operating budget for the upcoming fiscal year based on anticipated expenditures. (Am. 1/23.17)
- c. Shall review financial transactions/disbursements on a monthly basis.

- d. Shall coordinate the funding needs of various Staff Assembly committees. (Am. 5/29/19)
- e. Shall serve as liaison to Staff Assembly's financial account managers and will meet quarterly with financial account managers to review and reconcile accounts.
- f. Shall perform other duties as requested by the chair.

8. Events Chair (En. 5/1/15) (Am. 4/12/21)

- a. Shall coordinate events and special projects that improve staff morale and bring visibility to Staff Assembly.
- b. Shall recruit and manage volunteers for events and initiatives to assist in planning and facilitating events. (e.g. TGFS, Citations of Excellence, Staff Scholarships, Morale Events – Six Flags, Kings, etc.). (Am. 5/29/19) (Am. 4/12/21)
- c. Shall work with the Finance Chair on event funding/budgets and the Communications Chair on event marketing materials and messaging.
- d. Shall perform other duties as requested by the Chair

9. Past Chair

- a. Shall serve as an ex-officio, non-voting member for one year after the term expires.
- b. Shall mentor new Executive Committee members and perform other duties as requested by the chair.
- c. Shall continue all special committee/task force representation assumed as Chair.

B. Term of office

- 1. The regular term of office for each member of the Executive Committee shall be a one (1) year appointment, commencing the July 1 immediately following election. The exception is for the members serving as Chair Elect, Chair and Past Chair. The individual elected to the position of Chair elect shall serve a total of three years – year one as Chair Elect, year two as Chair and year three as Past Chair.

2. Should an Executive Committee member be unable to complete the term of office, the Chair shall appoint an interim member to fill the vacancy. The term of office for that interim member on the Executive Committee shall be the end date of the original Executive Committee member's term.
3. A special election will be conducted as soon as reasonably possible to fill the Chair Elect position in the event 1) the Chair Elect resigns their position or 2) the Chair resigns their position.

#### C. Conflict Resolution

Should a conflict arise between members of the Executive Committee, that impacts the purpose and functioning of Staff Assembly, the following informal steps shall be carried out in an effort to resolve the conflict:

1. The parties involved shall confer with the Chair and Chair Elect to negotiate solutions, with the chair making a final determination. If the conflict is not resolved, the parties move to Step 2. If the conflict involves the Chair and/or the Chair Elect, the process will begin at Step 2.
2. The parties involved are encouraged to consult with the Ombudsperson to seek advice. If the conflict cannot be resolved by the Ombudsperson, the parties will follow the formal complaint resolution process outlined in PPSM-70.
3. The parties shall be expected to maintain confidentiality throughout the informal conflict resolution process.

#### D. Removal from the Executive Committee

Any member of the Executive Committee may be asked to resign or be removed from office by a majority vote of no confidence by the Executive Committee. Vacancies (except in the case of the Chair Elect resigning or being removed) shall be filled by the Chair. The term of office for that interim member of the Executive Committee shall be the end date of the original Executive Committee member's term.

#### E. Staff Assembly Coordinator (Am. 5/29/19) (Am. 4/12/21)

1. Under general direction and guidance from the Staff Assembly Chair, provides administrative support for Staff Assembly. (Am. 5/29/19) (Am. 4/12/21)



2. Shall assist chairs, committee members and campus community on policies and procedures in the full range of committee responsibilities and duties. (Am. 4/12/21)
3. Shall work with the Chair and Executive Committee members to update bylaws and policies and maintain record of all actions and decisions in accordance with Staff Assembly and University requirements. (Am. 4/12/21)
4. Shall assist the Chair, Member Engagement Chair and Outreach and Marketing Chair with volunteer recruitment; (Am. 5/29/19) (Am. 4/12/21)
5. Shall research and write proposals and reports as assigned by the Chair. (Am. 5/29/19)
6. Shall work with various organizations and entities to negotiate and develop relationships and benefits. (Am. 5/29/19)
7. Shall maintain inventory of all Staff Assembly supplies, TGFS supplies, signage, meeting supplies, and sponsor prizes and other gift items. (Am. 5/29/19)
8. Shall fulfill additional responsibilities as outlined in position description. (Am. 4/12/21)

## **VIII. GENERAL ASSEMBLY**

### **A. Composition**

All UC Davis Campus staff are members of the General Assembly

### **B. Voting Members of the General Assembly**

Any staff member who attends at least 25% of Staff Assembly activities in the current academic year, including at least one general assembly meeting per quarter, will be granted voting rights. Activities that limit participation due to attendance limits and/or exclusivity (i.e. activities that can only be attended once per year) will not be considered when determining voting membership. (Am. 4/12/21)

### **C. Responsibilities of Voting Members**

1. To elect the Executive Committee.

2. To receive suggestions from staff employees regarding subjects for the Staff Assembly's consideration and recommendation, and then to refer such suggestions to the appropriate standing committee for review, evaluation, and formal recommendation as to Staff Assembly action (if any).
3. To act, with respect to all matters affecting the general membership, in their best interest.
4. To assist the Executive Committee as necessary for the following purposes (Am. 5/29/19)
  - a. At the request of any standing committee, to augment its membership on a temporary basis so that an ad hoc task force may be formed to fulfill a specific, short-term assignment under the direction of the main committee.
  - b. To create ad hoc committees, independent of standing committees, to perform specific functions as circumstances may require.
5. When gross violations of the Bylaws of the Staff Assembly are found to have occurred in the conduct of an election, to invalidate results of the first election and order another to be conducted.
6. To act in cooperation with the UC Davis Health Staff Assembly.

**IX. CHAIRS OF STAFF ASSEMBLY STANDING AND SUB-COMMITTEES AND STAFF ASSEMBLY REPRESENTATIVES TO CAMPUS COMMITTEES DUTIES**

- A. Attend all required meetings: Staff Assembly, individual committee, campus committee, and any other meetings necessary or requested by the Chair and/or Chair Elect. (Am. 5/29/19)
- B. Recruit members for committees, in consultation with Executive Committee.
- C. Ensure meeting notes for Staff Assembly and/or campus committee meetings are taken and/or distributed by the Staff Assembly Coordinator.
- D. Serve as an advocate for Staff Assembly and campus committee.
- E. Provide and submit committee updates quarterly to the Communications Chair.
- F. Provide key point summary reports at meetings as requested.
- G. Relay information from Staff Assembly to committee.

- H. Gather information, analyze, and provide recommendations on issues as requested by the Staff Assembly.
- I. Perform other duties upon Staff Assembly request.

## **X. STANDING COMMITTEES, SPECIAL COMMITTEES, AND AD-HOC TASK FORCES**

### **A. General Organization and Operation**

#### **1. Creation of Standing and Special Committees**

Various standing and special committees can be established to support the Staff Assembly under the following procedures:

- a. The Executive Committee shall establish standing and special committees as needed to support the Staff Assembly in its purpose and objectives.
- b. Standing committees can be established or dissolved by a two-thirds vote of the voting members of the General Assembly

#### **2. Appointment and Membership**

Regular (i.e., voting) members of standing committees shall be selected from the membership of the Staff Assembly on the basis of their prior experience, interest, knowledge, and abilities, as evaluated with specific reference to the duties of the committees on which they are to serve.

- a. The committee chair shall be appointed by the Chair Elect of Staff Assembly
- b. Committee Chairs work with Executive Committee to recruit committee members. (Am. 4/12/21)
- c. Committee Chairs must maintain a list of members.

#### **3. Committee Attendance**

Three (3) unexcused absences and/or five (5) excused absences from scheduled meetings for which notice has been given will be reason for dismissal from any committee. The standing committee chair or designee shall be notified of inability to attend.

#### **4. Function**

- a. The specific duties of standing committees shall be as described in their respective charge. The following functions shall be common to all:

- i. On their own initiative or at the request of the General Assembly, to consider and develop recommendations upon matters within the scope of their respective charges.
- ii. To transmit their recommendations regarding Staff Assembly actions to the General Assembly.
- iii. To perform specific operational tasks as assigned by these Bylaws or, on an ad hoc basis, by the General Assembly.
- iv. To submit to the General Assembly, a report of their activities since the preceding July 1; committees shall present negative reports if no activities have been undertaken.

## **XII. LEGISLATION AND AMENDMENTS**

- A. The Bylaws and other official publications of the UC Davis Staff Assembly may be added to, amended, or repealed only by a majority vote of the general membership responding online to a call.
- B. No proposal relating to introduction, amendment, or repeal of Staff Assembly legislation may be presented for vote of the general membership unless such proposal shall have previously been reviewed and approved by the General Assembly.
- C. The UC Davis Staff Assembly shall not take final action on the introduction, amendment, or repeal of legislation until the online ballot has been open for at least 10 working days.
  1. Copies of proposed legislation shall be available to the general membership for reference in the Staff Assembly office at least ten (10) working days prior to opening any online ballot.
  2. Copies of proposed legislation shall be made available in electronic form accessible from any online ballot.
  3. Notification of proposed legislation shall be made to the General Assembly a minimum of 10 days before the opening of any ballot.
- D. Assembly legislation shall be effective immediately upon adoption unless contrary provisions are included therein.