

UNIVERSITY OF IOWA – COLLEGE OF PUBLIC HEALTH

Staff Council Bylaws

Article I: Name

The name of this organization shall be the College of Public Health Staff Council (CPHSC).

Article II: Missions and Goals

Mission Statement: The purpose of the College of Public Health Staff Council is to voice concerns and issues of represented staff to College of Public Health Administration, facilitate communication within the College, and ensure staff involvement in committees and discussions that affect College of Public Health represented staff. The CPHSC is an elected body that represents staff members in the College of Public Health. This constituent group is composed of staff that are non-organized Professional and Scientific and Merit Exempt personnel holding a regular appointment of 50% or more within the College.

The goals of the CPHSC are to:

1. Develop and promote activities and opportunities to enhance the quality of work-life for staff.
2. Advocate changes or improvements for staff.
3. Advise the College Administrative Liaison and the Dean on policies affecting staff members where the discretion remains with the college on the actual policy application.
4. Inform staff of the activities of the CPHSC.
5. Develop a broader understanding among the staff of the strategic goals and challenges of the college.
6. Provide opportunities for all staff to participate in outreach activities such as diversity initiatives, professional development, community building and philanthropic activities.
7. Facilitate communication between staff and college administration.

Article III: CPHSC News/Communication with Staff

CPHSC information and minutes of meetings will be posted on the CPHSC web site. Reminders to check the website for updated information will be placed in the College of Public Health News Digest.

Article IV: Membership

- The CPHSC shall consist of nine members. Representation will be comprised of one member from each unit listed below as well as three at large seats:
 - Public Health Administration and College Research Centers
 - Biostatistics
 - Epidemiology
 - Health Management and Policy
 - Occupational and Environmental Health
 - Community & Behavioral Health
- If the CPHSC forms subcommittees to support their activities, membership on the CPHSC shall not be required and all staff members (including contract covered staff

for topics that are not mandatory topics of bargaining) should be encouraged to join a subcommittee.

Nomination and Election of Members

The nomination and election process shall be organized and completed under the direction of the Chair of the CPHSC annually each September with terms beginning in November. The newly elected members will be invited to the October meeting which will serve as a transition between the two councils.

1. Nomination forms shall be sent to all represented staff. Represented staff have the privilege of self nomination. Each nomination form should contain the nominee's name, a brief description of the nominee's background and the nominee's signature indicating their consent to serve on the committee if elected. Nomination forms should be completed and returned within two weeks from the date they were distributed.
2. Ballots containing the names and a brief description of all eligible nominated staff shall be prepared and sent to all represented staff. Ballots should be completed and returned within two weeks of the date they were distributed.
3. Following the deadline date, the ballots shall be opened and counted by the CPHSC. Ties will be resolved by random selection.
4. The election results shall be given to the CPHSC Secretary who will make the results part of the permanent council file.
5. The CPHSC Secretary shall notify all candidates the results of the election. Letters shall be sent to elected members congratulating them on their election to the Council and inviting them to attend the next meeting. An e-mail shall be sent to all represented staff notifying them of the election results.
6. The length of term shall be two years for each elected member; however the inaugural election will have staggered terms. Half of the terms will be for one year and half of the terms will be for two years. No individual from any voting area may serve consecutive terms. No unit will have more than three council members.

If no one is nominated from a particular unit, the CPHSC will have discretion to fill the open seat.

Article V: Officers and Administrative Liaison

- There will be three officers: Chair, Vice-Chair and Secretary, each serving one-year terms. Members of the CPHSC will select the officers.
- Duties of the Chair or designee: Announce meeting agenda, following approval of Administrative Liaison, preside at meetings and oversee the nomination/election process.
- Duties of the Vice-Chair: Act in Chair's capacity when Chair is unable to do so and organize volunteer recruitment for outreach activities.

- Duties of Secretary: Write and distribute minutes of meetings to all staff, record election results and notify all represented staff of election results.
- Administrative Liaison: The CPH-Senior Human Resource Leader will serve the CPHSC as the Administrative Liaison.

Article VI: Meetings

- In relation to goals of the CPHSC meetings shall be open to the public. However, Executive sessions may be held by majority vote of the Council. Attendance during an Executive session is limited to Council members, the Administrative Liaison and other persons approved to attend by majority vote of the council. Minutes of all meetings including Executive sessions will be made public.
- Meetings will be held approximately monthly for one hour. The site for the meetings will rotate between College of Public Health sites on the main campus, Hospital and Oakdale.
- The Chair or designee will call all meetings of the CPHSC. The Chair will announce the agenda in advance of the meeting via electronic mail or website.
- The CPHSC will meet with the Dean of the College at least semi-annually.

Article VII: Quorum

In order to transact business, a quorum of at least 50% of elected council members must be present.

Article VIII: Vacancies

In the event of a vacancy in one of the six CPHSC unit seats, the council shall return to the ballots from the most recent election and nominate the person with the next highest number of votes from the unit with the vacancy. In the case of a vacancy in an at large position, the person with the next highest number of votes overall (provided unit membership does not exceed three) shall be nominated to fill the vacancy. In the event that the person nominated in the process outlined above does not wish to serve, the person receiving the next highest number of votes will be nominated. This process shall continue until a replacement can be found. The new member will complete the remainder of the current term.

Article IX: Amendments

These bylaws may be amended at the regular monthly meeting of the Council by a two-thirds vote of council members present, provided that the amendment has been introduced to the Council at the previous regular meeting.

Article X: Special Projects/Subcommittees

CPHSC shall be responsible for administration of special projects as requested by the Dean of the College. CPHSC may form sub-committees composed of CPHSC members and/or other staff not on the council to develop and implement these activities and projects.

Bylaws approved 06/2007

