

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 in the Staff Council Shared folder. Reminders to check the calendar for updated information will be placed in the College of Public Health News Digest.

Article IV: Membership

- The CPHSC shall consist of nine **voting** 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

- Voting members will be elected to a two-year term; 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.
- In addition, there shall be two non-voting ex-officio members:
 - Administrative Liaison: The CPH-Senior Human Resource Leader will serve the CPHSC as the Administrative Liaison.
 - The CPH organizational representative to the UI Staff Council (UISC) will serve as a non-voting member of the CPHSC during their term as a seated member of the UISC as defined by the UISC bylaws. They are expected to regularly attend CPHSC meetings.
- 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.

Article V: Nomination and Election of Members

The nomination and election process shall be organized and completed under the direction of the Chair of the CPHSC.

- Election of members to the CPHSC will be conducted annually each January with terms beginning in February. The newly elected members (along with the outgoing members) will attend the February meeting, which will serve as a transition between the two councils.
- Election of the CPH organizational representative to the UISC will be conducted according to the schedule established by the UISC bylaws. As the term for the UISC is three years, election of the CPH organizational representative will be conducted concurrently with election of members to the CPHSC every three years beginning in 2013. Once elections results have been publicly announced the CPH organizational representative to the UISC will attend the CPHSC meetings.
- Nominations and elections for both general members of the CPHSC and the organizational representative to the UISC will follow the same process:
 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 council if elected. Nomination forms should be completed and returned within two weeks from the date they were distributed. Nominees may not simultaneously seek election to the CPHSC and as the organizational representative to the UISC.
 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. An e-mail shall be sent to all represented staff notifying them of the election results.
6. If no one is nominated from a particular unit, the CPHSC will have discretion to fill the open seat.
7. An individual may serve in only one capacity at a time, as either a voting member of the CPHSC, or as the CPH organizational representative to the UI Staff Council.

Article VI: Officers

- 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.
- Election of officers: Volunteers will be requested for each of the positions. If no volunteers we will nominate from among the representatives. For the position of Chair we will only nominate from those members who have served for a year.

Article VII: 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, the CPH organizational representative to the UI Staff Council, 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 be determined by the voting members of the CPHSC.
- 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 VIII: Quorum

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

Article IX: 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 or is unable to serve, the person receiving the next highest number of votes will be nominated. This process shall continue until a replacement can be found. If this process provides no available candidates, the CPHSC will ask the respective DEO or designee to select a replacement member. The new member will complete the remainder of the current term.

Article X: 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 written amendment has been made available (either in hard-copy or electronically) to all voting members of the CPHSC at least one week prior to the meeting.

Article XI: 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 revised 07/2014