

# University of Wyoming

## Staff Council, College of Engineering and Applied Science

### Bylaws

#### Article I. Name

The name of the organization shall be the Staff Council, College of Engineering and Applied Science (SCCEAS). Herein, it will be referred to as the Council.

#### Article II. Purpose

The Dean of the College of Engineering and Applied Science (CEAS) requested the creation of the Council for the following purposes:

1. To provide an avenue for staff to express and share experiences, concerns, and provide collegiality within the CEAS through communication and participation in decision-making.
2. To provide a venue for CEAS Leadership to inquire about and provide professional development, training, and leadership opportunities.
3. To promote good relations and cooperation within the CEAS with the purpose of creating cohesive culture.
4. To provide an arena to share UW employee-related information through various avenues such as Staff Senators.
5. To provide opportunities for staff to participate in various CEAS and UW events and functions.

#### Article III. Membership

1. Membership shall consist of benefited staff and administrative professionals, both full and part time, in the College of Engineering and Applied Science. The College's Director of Business Operations will serve as an ex officio member.
2. \*\*Membership shall be open to all staff listed in Article III, Section A above. Each department and/or unit shall appoint at least one representative to be present at each Council meeting. The units are:

- |                            |                               |
|----------------------------|-------------------------------|
| a. Atmospheric Science     | g. Petroleum                  |
| b. Chemical                | h. Dean's office              |
| c. Civil and Architectural | i. Business Office            |
| d. Computer Science        | j. Center for Student Success |
| e. Electrical and Computer | k. UW Machine Shop            |
| f. Mechanical              |                               |

#### **Article IV. Elections**

1. Elections will be held biennially (2 years) as needed and will be overseen by the Director of Business Operations (an ex-officio member of the Council).
2. Terms of elected officers shall be two years unless an office is vacated. If the Chairperson vacates, the Vice Chairperson will serve as Chair for the remainder of the term. If the Vice-Chairperson vacates, the position may remain vacant until the next election.
3. If there are no nominees for any officer position, the current officer(s) will continue in their elected roles until/unless they request to resign.

#### **Article V. Officers and Duties**

1. The Executive Committee will consist of the Chairperson, the Vice-Chairperson, the Secretary and the Staff Senate Representative.
2. Chairperson duties shall be:
  - a. Convene and preside at the Council meetings.
  - b. Appoint ad hoc committees in consultation with the Executive Committee when appropriate.
  - c. Submit the Council's recommendations to appropriate College officials.
  - d. Represent the Council or appoint a designee when needed at the college leadership meetings.
  - e. Prepare and respond to correspondence as needed.
3. Vice-Chairperson duties shall be:
  - a. Act as the Chairperson in absence of Chairperson.
  - b. Act as Secretary in absence of the Secretary.
  - c. Maintain the calendar of events.
  - d. Prepare and respond to correspondence as needed.
4. Secretary duties shall be:
  - a. Prepare agenda for meetings.
  - b. Record minutes of all the Council meetings.
  - c. Publish and archive all official records, including minutes.
  - d. Distribute materials to the Council membership.
  - e. Maintain the Council's membership roster.
  - f. Facilitate Council announcements.
  - g. Prepare and respond to correspondence.

## Article VI. Governance

1. The Council meetings shall occur every other month during the academic year and once during summer term. The dates and times of these meetings will be determined at the Council's first meeting of the academic year.
2. The Executive Committee will meet in the alternating months from the general meetings.
3. Committees, other than the Executive Committee, will be *ad hoc* and respond to specific charges given by the Executive Committee.
4. Meetings shall be conducted using the basic tenets of *Roberts Rules of Order for Parliamentary Procedure*.
5. In order to transact business, a majority vote of members present will carry a motion.
6. Proposed amendments to these Bylaws must be distributed to the membership at least twice in a two-week interval prior to a scheduled meeting, and then a vote will be conducted at the next regular meeting.
  - a. To pass, an amendment must be ratified by a two-thirds (2/3) majority of all votes received.
  - b. Results of the vote shall be distributed to the Council membership.
7. Agendas, minutes of the proceedings, these Bylaws and any other documents deemed relevant by this group shall be published online at <http://www.uwyo.edu/ceas/dean/staff-council/index.html>.

Amendment #1 Accepted December 16, 2009  
Date

Amendment #2 Accepted October 11, 2017  
Date

Amendment #3 Accepted November 30, 2018  
Date