

## Working Rules

### Working Rules for the Staff Council, College of Engineering and Applied Science (SCCEAS)

1. **WORKING RULES:** In furtherance of the directions given by Article IX of the Bylaws.
  - A. The Working Rules of the SCCEAS, as herein outlined, will supplement the Bylaws of the SCCEAS as circulated and approved by the Staff of the College of Engineering and Applied Science (CEAS), and will be adhered to in all meetings unless suspended by a two-thirds (2/3) majority vote of the members present and voting.
  - B. The SCCEAS will meet in regular session as determined by the Bylaws, IV. A.
2. **ORDER OF BUSINESS:** In furtherance of the directions given by Article V.B. of the Bylaws.
  - A. All the SCCEAS meetings are open to all who wish to attend with the exception of executive session per *Roberts Rules of Order for Parliamentary Procedure*.
  - B. The following items will be contained in the order of business for all regular meetings:
    - 1) Roll Call
    - 2) Approval of Minutes of Previous Meetings
    - 3) Unfinished Business
    - 4) New Business
    - 5) Committee Reports as necessary
    - 6) Open Forum
    - 7) Adjournment
  - C. The Executive Committee meetings shall use the same order of business.
  - D. The latest edition *Roberts Rules of Order for Parliamentary Procedure* will determine procedures for motions allowed and order of precedence.
3. **COMPOSITION OF THE STAFF COUNCIL, COLLEGE OF ENGINEERING AND APPLIED SCIENCE:** In furtherance of the directions given by Article III of the Bylaws.
  - A. The employment groups used to apportion the SCCEAS membership will be determined in consultation with the Human Resource System in June of each year. See Addendum A.
  - B. The calculation of eligible staff employees per employment group will occur within the month of June each year. Based upon this calculation, the Executive Committee (EC) will apportion the SCCEAS seats for each two-year term, which begins September 1 and ends August 31 of each year. The Executive Committee will present the apportioned seats for

approval to the SCCEAS on/before the July meeting. The EC must have this approval of the apportionment before conducting an election.

- C. In further delineation of Article III.A., SCCEAS Bylaws, eligibility for representation by the SCCEAS and for election to and membership in the SCCEAS will be automatic for benefited, full-time and part-time, employees of the College of Engineering and Applied Science (CEAS).
- D. Representatives are encouraged to send a proxy from their employment group when unable to attend meetings.
- E. The Executive Committee will contact representatives who miss more than two (2) meetings for the purpose of mentoring and to determine willingness to serve.
- F. If there is no elected or appointed representative for a seat, then a proxy from within the employment group may serve to fill that seat for no more than three (3) meetings. After no more than three (3) meetings, the EC shall attempt to fill the seat from the employment group until the next election. For more information, see Working Rule 7, "Absenteeism."

**4. ELECTION OF REPRESENTATIVES and MEMBER-AT-LARGE:** In

furtherance of the directions given by Article III of the Bylaws.

- A. The Executive Committee is responsible for and will conduct all elections for vacant Representative seats and the Member-at-Large. The EC may appoint an ad hoc committee to assist with election procedures.
- B. Names of candidates may be submitted by any eligible CEAS staff member; individuals may submit their own name by the announced and published deadline.
- C. The EC will review and determine eligibility, and contact nominees to confirm willingness to serve. Candidates, who are eligible, will submit a brief biographical and position statement, no more than 100 words, to be included in or on ballots. Guidance for and due date of the biographical and position statement will be given by the EC. No candidate will appear on the ballot without this information.
- D. The EC will prepare a separate set of ballots for each employment group. The ballot will include candidate name, biographical and position statement, length of term, and due date.
- E. The EC will determine the method of distributing ballots. Within twenty-four (24) hours of the due date, the ballots will be counted, candidates will be notified, and results will be published.
- F. In the event that the Member-at-Large resigns, the EC, using Working Rule 4. B.-E. as a guideline, will conduct a special election within thirty (30) days of the resignation.

**5. TERMS OF OFFICE OF SCCEAS REPRESENTATIVES:** In furtherance of the directions given by Article III of the Bylaws.

- A. All representatives will serve two-year terms. The EC will stagger the terms so half of the SCCEAS will be elected each year.

- B. Tenure of members will be no more than three consecutive elected terms. Reelection may be sought after a one-year leave.
- C. A representative's seat will be declared vacant by the Chairperson if his/her employment status changes, such that the conditions for elected membership as stated in the Bylaws are not met for longer than ten (10) working days.

**6. ABSENTEEISM:**

- A. A Representative who must be absent from a meeting will be excused if he/she designates an eligible employment group member to serve as his/her proxy. An eligible proxy will come from the employment group represented.
- B. Representatives who miss more than three (3) meetings will be asked by the EC in writing to resign. The EC will seek a temporary representative to fill this seat until the next election.

**7. SELECTION OF OFFICERS OF THE SCCEAS:** In furtherance of the directions given by Article VI of the Bylaws.

- A. All members of the SCCEAS are eligible to be nominated for and to serve as Vice-Chairperson or Secretary, and serve a one-year term from the September meeting to the next September meeting. Officers cannot serve more than four (4) consecutive years.
- B. The Vice-Chairperson will assume the Chairperson's duties the following year.
- C. The Vice-Chairperson and Secretary will be elected by the current membership of the SCCEAS by majority vote at the September meeting, and assume his/her duties upon election and all subsequent meetings for the term of office. As a last duty, the outgoing Chairperson will conduct this election at the September SCCEAS meeting.
- D. All members of the CEAS staff are eligible to be nominated for Member-at-Large, and will be elected by all CEAS staff voters at the July elections. He/she will assume office at the next EC meeting.

**8. AMENDMENT TO THE WORKING RULES:**

- A. Proposed amendments must be distributed to the SCCEAS membership two (2) times, in two-week intervals.
- B. To pass, an amendment must be ratified by a two-thirds (2/3) majority of all members of the SCCEAS present.
- C. Results of the vote shall be distributed to the college membership.

Approved: \_\_\_\_\_  
Date