

**BYLAWS
OF STAFF COUNCIL
AT PITZER COLLEGE**

ARTICLE I

The Staff Council

Section 1.1 Definition. The Staff Council is the body of employees at Pitzer College whose aim is to cooperate and participate with the students and faculty in developing, implementing, and furthering the objectives of the College.

Section 1.2 Composition of the Staff Council. The Staff Council consists of all regular non-faculty employees of the College with the exception of the President, including exempt and nonexempt, full and part-time, benefits-eligible employees. Non-benefits-eligible student employees are not considered to be regular staff. Staff members will receive release time from their job responsibilities to participate in Staff Council, College Council, and Staff Council Representatives meetings.

Section 1.3 Voting Members of Staff Council. All regular, non-faculty employees of Pitzer College as specified above have the right to vote at Staff Council meetings.

Section 1.4 Quorum and Constituencies. Business may be conducted, including voting on non-employment issues, at regular Staff Council meetings. Voting may occur outside regular meetings, as approved by Staff Council Representatives. A quorum is established when at least 25% of staff, as determined by the Office of Human Resources, participate. *Measures shall be passed by a simple majority, except for amendment of the Staff Council Bylaws.*

1. Terms of employment issues will be discussed, voted upon, and formal recommendations made to the President by two separate constituencies: Supervisory and Non-Supervisory. Separate meetings to discuss and vote on terms of employment issues will be held. These meetings will be conducted by the SCR members elected by each constituency. Membership in each constituency shall be determined by review of materials issued by the Director of Human Resources.
2. Terms of employment issues are defined as any issue which may have an impact on wages, terms and other conditions of employment. Such issues include, but are not limited to rates of pay wages, hours of employment, issues related to safety in the workplace, dress codes, parking regulations, breaks, seniority systems, vacations and holidays, attendance issues, workplace rules and regulations and retirement and pension provisions.
3. No staff member is under any obligation to discuss or participate in any discussion of terms of employment issues, as defined in Section 1.4.2, within their constituency. Discussions regarding terms of employment issues, within each constituency of the Staff Council, must be on a purely voluntary basis.

Section 1.5 Powers of Staff Council. All matters affecting staff, except on matters related to terms of employment issues as defined in Section 1.4, may be reviewed by Staff Council. Matters properly reviewed by Staff Council, as a whole, include, but are not limited to, the ability of staff members to fulfill their aims, as defined in Section 1.1 Staff Council will meet as needed, with the agenda presented by Staff Council Representatives. Recommendations receiving an affirmative majority vote are advisory to the President, and, when appropriate, through the President to the Board of Trustees

Section 1.6 Staff Council Representatives. 15 Staff Council Representatives will be elected from among the Council membership, excluding members of Senior Staff who already participate with the President in the decision-making process as follows. Three Representatives will be elected from the Supervisory constituency. Nine Representatives will be elected from the Non-Supervisory constituency. Three At-Large Representatives will also be elected. An Alternate Representative from each constituency will also be elected.

Proportional Balance of Constituencies. Each year the number of employees in each constituency will be reviewed by SCR. If the number in either constituency varies by more than 5%, the number of Representatives will be adjusted accordingly.

1.7 Election of Representatives. Staff Council Representatives for the following fiscal year will be elected by secret ballot prior to the end of the fiscal year. An election Committee, appointed by the Staff Council Representatives, consisting of at least two staff not on the election ballot, will conduct the nomination and election process. Potential Election Committee members will be asked whether they intend to be candidates for Representative, prior to appointment. The Election Committee will conduct the following process:

- (1.) Nomination. Written notice of the Election Committee membership, nomination period and the election process will be made to all staff. The nomination period must be at least one week long. Staff may nominate themselves, or any other staff member.
- (2.) Confirmation. The Election Committee will contact each nominated staff member, who must confirm that they consent to be considered for election as a Representative. When all candidates have been confirmed, the Election Committee will produce a ballot listing all candidates, and indicating each candidate's constituent group.
- (3.) Announcement. Candidates for Staff Council Representative may be announced and introduced at the next Staff Council meeting, as well as by email and other media. The Election Committee will also announce the election time and procedure.
- (4.) Election. Ballots will be distributed and collected during a two day period following the announcement of the candidates.
- (5.) Tabulation. The Election Committee will count the ballots immediately following the close of the voting period. After tabulating the ballots, the staff receiving the highest number of votes in each constituency shall be Representatives. The next three staff receiving the greatest number of total votes will be Representatives. Two Alternate Representatives will be determined by the next highest vote-getters in each constituency, one per constituency.
- (6.) Notification. Upon certifying the election results, the election Committee will make written announcement to the Pitzer community in written and electronic formats, and will contact each new or continuing Staff Council Representatives.

Section 1.8 Term. The Term of Office is from July 1 through June 30, for two years.

Section 1.9 Vacancies. Should any Staff Council Representatives leave Pitzer College during their term, Alternates, by constituency, will fill the vacancy. In the event that alternates fill all vacancies, and there are still less than 15 Representatives, SCR will appoint a willing staff member to serve until the next regular election. Any appointment will consider achieving the Representative balance between the constituencies. In the event a constituency has less than three Representatives, SCR will canvas that constituency for willing volunteers who will, upon confirmation by SCR, serve until the next regular election.

Section 1.10 Powers and Duties of the Representatives. The Representatives and Alternates

- (a) will be voting members at College Council, representing the Staff Council. Alternates will assume this role in the absence of Representative(s);

- (b) provide a formal avenue of communication to, among, and from Staff Council on all matters, except terms of employment issues as defined in Section 1.4.2;
- (c) will provide and participate in regular personal, written and electronic communications to staff on all issues, including terms of employment issues, except that for such terms of employment issues, the representative shall limit such communications to their own constituency;
- (d) will meet regularly, and no less than monthly, and will include Alternates;
- (e) may not conduct official business with less than eight members, including Alternates, present (quorum);
- (f) will select co-chairs from among the Representatives;
- (g) will select a Convener, who will produce an agenda, and schedule and conduct regular Staff Council and Representatives meetings;
- (h) publish and post approved minutes and other documents, as relevant, in written and electronic media;
- (i) appoint the Election Committee;
- (j) appoint committees as needed to conduct Staff Council business;
- (k) will approve expenditures made from budgeted funds;
- (l) recommend to the President staff members for appointment to committees
- (m) conduct surveys, gather information, and other wise act in ways to promote the interest of each and all in fulfilling their responsibilities as Pitzer College Staff;
- (n) formulate recommendations to Staff Council for relevant policy or procedure approved items to College Council, the President, or the appropriate body;
- (o) may call special meetings of Staff Council, as needed;
- (p) act on behalf of Staff Council on urgent matters which require action before the next regular Staff Council meeting; and
- (q) will conduct business according to Robert's Rules of Order.

Section 1.11 Amendment. These Bylaws may be amended by a two-thirds vote of members in attendance at a regular Staff Council meeting.