



Bylaws

Adopted March 12, 2014

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BYLAWS

of the

UNIVERSITY OF PITTSBURGH STAFF COUNCIL Passed March 12, 2014

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PREFACE
Definition of Terms

Administrative Assistant	A Classified Staff member who works for the Staff Council and provides administrative support
Committees	Working groups within the organization that work on fostering the goals of the organization.
Executive Committee	A committee made up of the elected officers of the Staff Council
General UPSC Meeting	The meeting of the full membership of the Staff Council
UPSC	Acronym for the Staff Council
Steering Committee	A committee made up of the elected officers, committee chairs, and presidents emeriti
Year	For the purposes of these by-laws, a year is considered to be the July 1 to June 30 fiscal year unless otherwise noted

ARTICLE I
NAME

Section 1 The name of the total body shall be the University of Pittsburgh Staff Council (for designation purposes the name shall be referred to as UPSC in these Bylaws).

ARTICLE II
PURPOSE

Section 1 UPSC represents classified staff of the University of Pittsburgh, Oakland Campus. UPSC is an officially recognized University of Pittsburgh organization within the University governance system. UPSC addresses philosophical and operational issues affecting the welfare of the staff and the University at all University of Pittsburgh campuses.

Section 2 UPSC shall act as a communication channel between staff, faculty, students, the University Officers and Administrators, the Board of Trustees, and all officially recognized governance bodies of the University, including its regional campuses.

**ARTICLE III
ROLES AND RESPONSIBILITIES**

- Section 1 UPSC shall meet regularly with the appropriate University officers and administrators to discuss issues and concerns that affect the welfare of the staff and the University.
- Section 2 UPSC, through its elected officers, shall make recommendations to the appropriate University officials and administrators on issues and concerns which affect the welfare of the staff and the University.
- Section 3 Upon request, UPSC shall participate in the selection of University senior administrative officers and administrators by serving on search committees, interviewing candidates, and submitting evaluations and recommendations.
- Section 4 UPSC shall primarily consider matters brought to it by staff members and other members of the University community.
- Section 5 UPSC shall provide input on, and monitor adherence to, University policies and procedures.
- Section 6 UPSC shall act in compliance with and support the commitment of the University with regard to non-discrimination, equal opportunity and affirmative action in accordance with federal, state and local laws and regulations.

**ARTICLE IV
MEMBERSHIP AND ORGANIZATION**

- Section 1 University employees eligible to become members of UPSC shall include all regular full-time or regular part-time classified staff who have completed their initial provisional periods and are not currently on a performance improvement plan (PIP) or equivalent performance or disciplinary plan or status.
- Section 2 Other criteria for UPSC membership include:
- A. UPSC shall endeavor to have a duly representative and diverse membership reflecting its many constituent groups on campus.
 - B. Initial term of membership for existing UPSC members through the regular election process shall be two years. At the end of two years, each UPSC member shall receive a renewal notification including a “Renew/Resignation” form to be signed by the UPSC member, remitted to the UPSC office, and forwarded to Human Resources for review and approval based on the requirements outlined in Section 1 of this article. Membership drives shall be held quarterly.

- Section 3 The full membership of UPSC shall meet a minimum of eight to a maximum of twelve times each year (July 1 through June 30). The yearly schedule of general UPSC meetings shall be set by the Executive Committee and released to the public by July 1. Each full membership meeting will begin with an optional closed session beginning at 12:00 p.m. (noon), unless otherwise notified by the Executive Committee or through the UPSC office staff. Immediately following the closed session (approximately 15 minutes), there will be a public meeting open to the University community as observers or invited/recognized guests: observers and/or invited/recognized guests may participate in a UPSC meetings by submitting a written request to the Executive Committee in advance of the meeting. UPSC Officers may, at their discretion, invite non-members to participate in meetings intermittently or on an ongoing basis. Three-fifths (60%) of the elected UPSC members shall constitute a quorum at a full UPSC meeting: whereas a majority (50% plus 1 full member) shall constitute a quorum at the committee level. Meetings will follow *The Modern Edition of Robert's Rules of Order*, Revised, unless otherwise agreed.
- Section 4 UPSC shall enact policies and regulations as deemed necessary to ensure the proper operation of the organization. These shall include the Bylaws, the Code of Conduct, and the Operations Manual, all of which shall be maintained and monitored by the Operations Committee.

ARTICLE V STAFF COUNCIL MEMBERSHIP

- Section 1 Types of UPSC members: Full and Pro Tem.
- A. Full Members are those who are elected to UPSC per the stated qualifications through a regular or special election process.
 - B. Pro Tem members are individuals from the University community asked to serve, in a non-voting capacity, on a particular committee or assignment for UPSC. Nominations for pro tem members are submitted to the president for approval by the full membership. Appointments shall be for a specific time period concurrent with the activity in which the person is engaged.
- Section 2 Selection and admission of new members shall follow the “Membership Selection” guidelines in the Operations Manual.
- Section 3 UPSC membership will be regularly reviewed by the Executive and Operations Committees to ensure representation across the University. Ideal membership is up to 75 members. Concerns regarding membership recruitment shall be addressed by the Executive Committee, approved by the Steering Committee, and approved by the full membership, such as but not limited to additional membership drives and increases over the maximum limit.

Section 4 Full members can submit a written request to the Executive Committee to move to inactive status, for a minimum of three (3) consecutive months but not to exceed 12 consecutive months and not to exceed 12 months total in a 24 month period. The requestor will receive a written decision from the Executive Committee within five (5) business days. All privileges of membership are suspended during the time of inactive status. At the conclusion of the inactive period, all member's responsibilities and privileges resume. For the purposes of calculating quorums, inactive members shall not be counted in the total membership.

Section 5 Members leaving UPSC, whether voluntary or involuntarily, shall forfeit their membership status (full or pro tem) within the organization. Should the departing member return to UPSC, they would return as a full member and their seniority will start again for the purposes of elections.

ARTICLE VI MEMBER RESPONSIBILITIES AND EXPECTATIONS

Section 1 UPSC members shall be responsible to regularly attend the general UPSC meetings.

A. If a member cannot attend a general UPSC meeting, the member must notify the UPSC office either by phone or e-mail of the absence and the justification for the absence prior to the meeting. Members absent from three consecutive general UPSC meetings per year without prior notification will have their UPSC membership revoked. Members who miss four general UPSC meetings in a twelve month period will have their UPSC membership revoked.

a. In the event there is a change in a member's status that will result in the member being considered inactive, refer to Article V, Section 4 for the member's responsibilities in order to be considered inactive and remain in good standing with the organization.

B. Members shall be prepared to actively participate in each meeting by having read the previous meeting's minutes, the upcoming agenda and any relevant material that will be discussed in the subsequent committee and/or full meeting session(s).

Section 2 UPSC members are required to become active on a minimum of one and a maximum of two UPSC committees. Committee members are required to attend the committee meetings and participate in the committee's activities.

A. Committee selection will take place following the new member's second general UPSC meeting. All active members in good standing will be given the opportunity to select a new committee prior to new member committee selection.

- B. If a member cannot attend a committee meeting, the member must notify the Committee Chair either by phone or email of the absence and the justification for the absence prior to the meeting. Members absent from two consecutive committee meetings will receive a warning letter asking them to reconsider their membership on the committee. Members who miss three consecutive committee meetings will be removed from the committee and must choose an alternative committee. Members who miss five consecutive committee meetings will have their UPSC membership revoked.
- C. Committee meetings can take place in various forms (in person, email, phone, and web) and participation is monitored by the Committee chair.

- Section 3 Members should attend UPSC-sponsored events.
- Section 4 Any UPSC member who leaves the University or experiences a change in status within the University which may affect his/her UPSC membership status shall immediately notify the UPSC Office, who shall then notify the Executive Committee.
- Section 5 The President or his/her designee must approve all official announcements or comments on behalf of UPSC. No member of UPSC shall serve as an official spokesperson for the organization unless specifically authorized by the UPSC President or his/her designee to do so.
- Section 6 All UPSC members shall behave in accordance with all of the provisions of these Bylaws, the Code of Conduct for Members of the University of Pittsburgh Staff Council, and the Operations Manual of the University of Pittsburgh Staff Council.
- Section 7 UPSC members who fail to fulfill these responsibilities and expectations are subject to review by the Operations Committee and subsequent presentation to the Steering Committee, which may, by a majority vote of Steering Committee members (excluding the UPSC Officers and person concerned, if applicable) revoke the person's UPSC membership privileges. A UPSC member may appeal their removal in writing to the Executive Committee. The Executive Committee will have the final decision by unanimous vote. Should a member of the Executive Committee be the subject of the review, the remaining members of the Executive Committee will have the final decision by unanimous vote.

ARTICLE VII OFFICERS

- Section 1 The Officers of UPSC shall be the President, Executive Vice President, Vice President for Public Relations, Vice President of Finance, and Parliamentarian. The elected officers of UPSC comprise the Executive Committee.

- Section 2 Officers shall have a two-year term of service. No person shall hold the same office within UPSC for more than two consecutive terms and no more than four total terms.
- Section 3 Full Members with at least twelve consecutive months of service on UPSC may run for office.
- Section 4 The President shall:
- A. Be responsible for setting the strategic direction of UPSC in partnership with the other officers and in consultation with committee chairs in accordance with these Bylaws, the Code of Conduct, and the Operations Manual;
 - B. Preside at all UPSC and Executive Committee meetings;
 - C. Serve as the official spokesperson for UPSC;
 - D. Shall regularly report to the University community about UPSC initiatives.
 - E. The President may approve all non-compensation expenditures up to \$500. Any expenditure in excess of \$500 must be approved in advance by majority vote of the Executive Committee and be reported by the Vice President of Finance during the open session of a general UPSC meeting.;
 - F. Serve as liaison to a UPSC Committee
 - G. Assist the Staff Relations chair in the event of the chair's absence or in case of a conflict of interest with regard to staff grievances;
 - H. Supervision of the UPSC Administrative Assistant
 - a. The Executive Committee shall appoint, by a majority vote, a UPSC elected officer to serve as the immediate supervisor of the UPSC Administrative Assistant.
 - b. Supervisor role will be determined by qualifications and experience.
 - c. Supervisor will be appointed in July following an officer election cycle.
 - d. Executive Committee will notify Human Resources of appointed supervisor.
 - e. Executive Committee will ensure that a supervisor is designated at all times, should any changes in the supervisor role be necessary.
 - f. Responsibilities include:
 - i. Providing direction and mentorship.
 - ii. Completing the annual performance review process, including salary adjustment recommendations.
 - iii. Should a vacancy occur, will work with Human Resources in hiring for the position.

- I. Assume the title of President Emeritus at the termination of service as President.

Section 5 The Executive Vice President shall:

- A. Serve as chairperson of the UPSC Steering Committee;
- B. Assume the President's duties in his/her absence;
- C. Serve as liaison to a UPSC Committee; and
- D. Coordinate the UPSC committee chairs by providing advice and direction to the UPSC committee chairs and monitor committee activities in accordance with the strategic goals of the organization.

Section 6 The Vice President for Public Relations shall:

- A. Serve as the Editor-in-Chief of all UPSC public communications;
- B. Responsible for issuing or distributing any approved statements;
- C. Preserve consistency of all public UPSC documents;
- D. Serve as liaison to a UPSC Committee; and
- E. Be responsible for the coordination and decisions related to the maintenance of on-going development of the UPSC web-page and portal community

Section 7 The Vice President of Finance shall:

- A. May approve all non-compensation expenditures up to \$500. Any expenditure in excess of \$500 must be approved in advance by majority vote of the Executive Committee and be reported during the open session of a general UPSC meeting.
- B. Maintain the UPSC budget and UPSC accounts
- C. Serve as liaison to a UPSC Committee; and
- D. Prepare and present an annual operating budget report during the July or August Steering Committee meeting that includes a review of the previous fiscal year and a projection of the upcoming fiscal year.

Section 8 The Parliamentarian shall:

- A. Be responsible for assuring that UPSC is operating within the UPSC Bylaws and Robert’s Rules of Order, Revised;
- B. Will serve as official Parliamentarian during General UPSC meetings;
- C. Serve as liaison to a UPSC Committee;
- D. Serve as UPSC historian responsible for collecting and archiving public records of UPSC, publications, periodical mentions, and other items related to the historical record of UPSC; and
- E. Oversee the minutes of UPSC general meetings for approval and maintain records of such minutes and other UPSC documents and records;

Section 9 The duties of the President Emeritus shall be to:

- A. At the discretion of the Executive Committee, serve as a non-voting advisor; and
- B. Serve as a non-voting ex-officio member of the Steering Committee.

Section 10 All UPSC officers shall serve as members of the UPSC Steering Committee. This appointment counts toward the member requirement of a minimum of one committee.

Section 11 Election of UPSC officers shall take place every two years. The election of the Officers shall follow the “Election Process for Officers and Chairs” as described in Section 2 of the UPSC Operations Manual.

ARTICLE VIII COMMITTEE STRUCTURE

Section 1 The Committees of UPSC are: Executive, Steering, Operations, External Relations, Staff Relations, Staff Life, and Equity, Diversity and Inclusion.

Section 2 UPSC, through its Steering Committee, may also establish ad-hoc committees to address topics which are beyond the scope of one of the UPSC Committees. Ad hoc committee chairs shall serve as non-voting members of the Steering Committee for the duration of that committee's existence. After an ad hoc committee has submitted its report and recommendations to UPSC, the committee shall be abolished. Should a member believe that an ad hoc committee is operating in conflict of its charge; a member may submit a written request to the Executive Committee for an item to be placed on the agenda of a general UPSC meeting to discuss the ad hoc committee. An ad hoc committee can be abolished by a majority vote of those members present at the general UPSC meeting.

- Section 3 Members of the University community may, with a majority of the Executive Committee approval, serve as a non-voting member on a UPSC committee to provide expertise or satisfy other recognized committee needs.
- Section 4 Recommended membership for each committee should not exceed 20 members, except for the Steering Committee, whose membership shall include all UPSC Officers and Committee Chairs.
- Section 5 All UPSC Committee meetings, except for the Executive Committee and Steering Committee, shall be open to UPSC members and the University community as observers.
- Section 6 UPSC committees shall maintain open lines of communication with the appropriate University administrators, and with comparable committees within the University Senate.

ARTICLE IX COMMITTEE LEADERSHIP

- Section 1 Each UPSC Committee must have a Chairperson.
- Section 2 A Chairperson's term shall be two years. A chairperson shall not serve for more than two consecutive terms unless he/she is completing an unfinished term of a previous chairperson. Completing an unfinished term does not count as a term served.
- Section 3 Election of Committee Chairpersons (except for the Steering Committee as this committee is, by rule, chaired by the Executive VP) shall take place once Officer Elections are completed. Each committee will hold its own election to elect a new chair. Elections can be done via secret paper ballot and members of that committee will be eligible to vote. The Chairperson's term begins in July once elected. Only full members with at least six months of service by the time of the election are eligible to run for a Chairperson position.
- Section 4 In the event that a Chairperson vacancy occurs, the Vice Chair will step into the Chair position to finish out the term. This will not count against the two term limit.
- Section 5 Committees shall choose at least one Vice-Chair to assist the Chairperson, Vice-Chairs may be any Full Members. Vice-Chairs shall be chosen from the members of that committee. The Vice Chair shall assume the role of Chair if the Chair vacates his/her position during the term. Committees who select more than one Vice Chair shall designate which one shall take over as Chair in the event the Chair vacates.
- Section 6 In the event that a Vice-Chair vacancy occurs, the committee shall select a new Vice Chair.
- Section 7 Committee Chairperson's responsibilities include the following:

- A. Maintain an updated list of committee members, set committee meeting time, place and agenda, and maintain a record of committee activities;
- B. Working with the UPSC Administrator, the Committee Chair shall provide the Executive Vice President with a written monthly report prior to the Steering Committee meeting including: minutes from all meetings held during the month and a listing of member attendance at these meetings; and the date, time, location, and agenda for the next committee meeting. If appropriate, the committee chair shall give a full report on its activities at Steering and the General UPSC Meeting.
- C. Prepare a brief summary of activities, accomplishments and goals for the President's annual report; and
- D. Attend and participate at all Steering Committee meetings. In the event that the Chair is unable to attend, he/she may designate a committee Vice Chair to attend the Steering Committee meeting. The Chair or Vice Chair must represent the committee at each Steering Committee meeting. The committee Chairperson may miss no more than three Steering Committee meetings per twelve-month period, regardless of whether or not a Vice Chair appeared as a representative from the committee in the Chair's absence. Should this occur, the Chair's position is revoked and a Vice Chair would immediately assume the role of chair.

ARTICLE X COMMITTEE CHARGES

Section 1 The Executive Committee, made up of the elected officers and chaired by the President, shall meet a minimum of eight to a maximum of twelve times each year (July 1 to June 30). The yearly schedule of Executive Committee meetings shall be set by the President by July 1. When necessary, the Executive Committee Chair (President) has the prerogative to change the date of the meeting in the event of a schedule conflict with advanced notice to the committee. The Executive Committee shall have the following duties:

- A. Determine the annual goals of UPSC;
- B. Serve as liaisons to the appropriate University officials;
- C. Serve as the final appeal body on all issues related to membership, sanctions, or other internal UPSC issues;
- D. Disseminate all official actions and proposals and represent UPSC with regard to said actions and proposals to University officials;

- E. Develop charges to committees; refer matters to the appropriate committees; maintain a listing of staff volunteers for UPSC committees; and establish clerical and resource support for committee activities; and
- F. Set time, place and agenda for each general UPSC meeting.

Section 2 The Steering Committee, chaired by the Executive Vice President, shall meet a minimum of eight to a maximum of twelve times each year (July 1 to June 30). The yearly schedule of Steering Committee meetings shall be set by the Executive Committee and released to the public by July 1. When necessary, the Steering Committee Chair (Executive Vice President) has the prerogative to change the date of the meeting in the event of a schedule conflict with advanced notice to the committee. If a committee chair is unable to attend the new meeting, this absence will not be held against the committee chair. At least three-fifths of the Steering Committee members must be present for any vote or official action. The Steering Committee shall have the following duties:

- A. Develop action plans for UPSC committees based on the strategic goals determined by the Executive Committee;
- B. Discuss and approve any item which is to be brought before UPSC for future action;
- C. Participate in the orientation and training program for new UPSC members;
- D. Take action on crucial matters when there is insufficient time to wait for the next monthly meeting or to call for a special UPSC meeting; and
- E. Perform other duties as deemed necessary or desirable.

Section 3 The Operations Committee shall have the following duties:

- A. Interpret and implement all policies pertaining to UPSC member attendance and behavior as specified in these Bylaws and in the Code of Conduct;
- B. Review potential changes to the Bylaws, Code of Conduct, and the Operations Manual as submitted to or proposed by the committee;
- C. Coordinate the record keeping with the UPSC Administrative Assistant pertaining to member attendance at both general UPSC and committee meetings, committee meeting minutes. It will also make recommendation to the Steering Committee for changes in member status due to absenteeism as demonstrated by these records;

- D. Regularly review the membership demographics to identify underrepresented areas of the university in order to encourage membership when needed; and
- E. Assist UPSC by researching information and data pertinent to staff issues or UPSC projects.
- F. Coordinate all matters relating to the promotion of the Endowed Book Fund, and solicitation, review, and selection of Endowed Book Fund Scholarship applications.

Section 4 The External Relations Committee shall have the following duties:

- A. Maintain consistent, concise and effective expression in all communications by UPSC;
- B. Prepare the UPSC Newsletter and all other external UPSC publications designed to increase staff awareness of significant issues, concerns and opportunities;
- C. Coordinate efforts with the Vice President for Public Relations to ensure consistent and effective organizational communication to UPSC; and
- D. Plan major UPSC activities including but not limited to Staff Assemblies, UPSC New Member Orientation programs, and other issue-related functions of UPSC.

Section 5 The Staff Relations Committee shall have the following duties:

- A. Make recommendations for UPSC endorsement regarding employee benefits and for informing University employees about the benefits available to them;
- B. Review and make recommendations for UPSC endorsement regarding employee classification issues, compensation procedures, and associated processes;
- C. Support staff members through the staff grievance procedure by providing guidance on University policies and procedures. The committee shall refer issues arising from the grievance or proceedings to the Executive Vice President to be directed to the appropriate committees;
- D. Review and make recommendations regarding staff related diversity and inclusion issues, concerns, or initiatives; and
- E. Manage the UPSC Mentoring Program.

- Section 6 The Staff Life Committee shall have the following duties:
- A. Promote the health, safety and security of all members of the University community;
 - B. Review and make recommendations regarding issues of transportation relevant to staff members including but not limited to: pedestrian traffic issues, public transportation, and parking;
 - C. Review and make recommendations regarding issues of technology relevant to staff members including but not limited to: email, software, and telecommunications.

- Section 7 The Equity, Diversity, and Inclusion committee shall have the following duties:
- A. Promote equity, diversity and inclusion:
 - 1. in UPSC membership,
 - 2. in university staff across campus,
 - 3. education for staff;
 - B. Partner with existing campus groups to amplify and educate with a focus on staff;
 - C. Provide speakers and education for UPSC and staff at the university.

**ARTICLE XI
STAFF COUNCIL MONTHLY MEETINGS**

- Section 1 Regular monthly UPSC meetings shall be held at times and locations as scheduled and announced by the Executive Committee. The closed session as scheduled is open to UPSC members only.
- Section 2 A quorum (three-fifths of the Full Members) must be present for votes and official action to take place.
- Section 3 Monthly UPSC meetings shall follow The Modern Edition of *Robert's Rules of Order*, Revised, unless otherwise agreed.
- Section 4 The agenda for each monthly meeting shall be as follows:
- Closed Session
 - Bring to Order the Open Session
 - Approval of Minutes
 - Action Items (Voting, Guest Speakers, Resolutions)
- Regular Meeting
- a. President's Report

- b. Reports of Committee Chairs
- c. Other Reports
- d. Old/Unfinished Business
- e. New Business

**ARTICLE XII
AMENDMENTS TO BYLAWS**

- Section 1 These Bylaws may be amended, repealed or replaced in the following manner:
- A. A proposal for a Bylaws change may be placed on the UPSC agenda by submission to the Steering Committee for circulation to each UPSC member at least ten days prior to the regular UPSC monthly meeting.
 - B. A proposal for a Bylaws change must be approved by two-thirds of the Full Members present at the UPSC meeting.

**ARTICLE XIII
AMENDMENTS TO OPERATIONS MANUAL**

- Section 1 The Operations Manual may be amended, repealed or replaced in the following manner:
- A. A proposal for a process change may be placed on the UPSC agenda by submission to the Steering Committee for circulation to each UPSC member at least ten days prior to the regular UPSC monthly meeting.
 - B. A proposal for a process change must be approved by a majority of the Full Members present at the UPSC meeting.

**ARTICLE XIV
EMPLOYEE RELATIONS LIAISON**

- Section 1 The Employee Relations Liaison
- A. The Officers will identify current UPSC members to serve as Employee Relations Liaisons. There will be two liaison positions-One person will serve as the primary liaison and the other person will shadow the primary liaison and then assume the primary liaison responsibilities after two years. Every two years there will be a new secondary liaison selected.
 - B. The Employee Relations Liaison role will serve as a point of contact for current non-union staff who have questions concerning the processes and procedures related to work performance issues, disciplinary matters and grievances, including formal complaints. This position will serve as a resource for staff but

not assume an advocate role in disciplinary matters related to staff at the University of Pittsburgh. The liaison will work in conjunction with the Employee Relations Staff through the Office of Human Resources to serve as resources for staff about the policies outlined in the Staff Handbook.

- C. The liaisons will report each month to the officers on their activities, and if and how the cases were referred to other campus resources. A final report will be included in the UPSC annual progress report. Confidentiality of all cases will be maintained and specific identities will be kept private. The liaisons will also be members of the Steering Committee. In the event there is a mid-term vacancy in either liaison position, the officers will select a replacement who will assume the secondary liaison role.

**CODE OF CONDUCT FOR MEMBERS
UNIVERSITY OF PITTSBURGH
STAFF COUNCIL**

Member Relations with the University Community

1. Each UPSC member shall be accessible to staff members, communicate staff concerns to UPSC, and accurately report UPSC discussions, decisions and actions back to staff. UPSC members are free to express personal opinions to staff and other members of the University community; however, members must clearly state that these opinions are their own and differentiate them from UPSC positions and actions when differences exist. UPSC members shall not misrepresent any UPSC action, position or decision to the University community.
2. UPSC members shall work actively toward the goal of fostering the mission and vision of the University and improving the working conditions for its staff members; members shall promote the interests of their constituents and the University even when these conflict with the member's own interests.
3. UPSC members shall keep private, non-University interests separate from their University activities to avoid conflicts of interest.
4. UPSC members shall keep informed of current University policies, procedures and expectations affecting the interests of the staff and the functioning of the University.
5. UPSC members shall offer information to staff and members of the University community only when sure that the information is correct; otherwise, UPSC members shall make referrals to sources known to have accurate information.
6. UPSC members shall strive to demonstrate competence, fairness, integrity and conscientious behavior as they conduct UPSC business within the University community.

Member Relations to the Staff Council

1. UPSC members shall not use the name of UPSC unless so authorized.
2. UPSC members shall keep information confidential when so requested to the extent appropriate under any applicable University policy.
3. UPSC members shall give proper notice of absence to all UPSC monthly and committee meetings.
4. Existing and former UPSC members shall assist new UPSC members regarding their orientation to the organization and committee selection and involvement.
5. UPSC members shall always treat other members with respect and consideration.

6. No UPSC member shall speak for or represent an Officer, a committee chair, vice-chair or co-chair unless expressly authorized by that person to do so.
7. No UPSC member shall submit more than one vote for all official actions. No UPSC member shall coerce or intimidate another member to obtain votes.
8. Any UPSC member who is accused of improper or unethical conduct will be subject to review by the Operations Committee and sanction by the Steering Committee, with ultimate appeal authority resting with the Executive Committee.
9. Any UPSC member who is accused of violating university policies or violating local, state, and or federal laws may be subject to immediate sanction by the Executive Committee including removal from UPSC.
9. Any staff member found to have violated these conduct expectations shall be subject to removal from UPSC in accordance with Article VI, Section 7 of the Bylaws.

OPERATIONS MANUAL OF THE UNIVERSITY OF PITTSBURGH STAFF COUNCIL

Introduction

This manual serves to outline the policies and procedures of the operations of the Staff Council of the University of Pittsburgh-Oakland campus.

Areas covered are:

- Section 1. Membership Selection
- Section 2. Election Process for Officers and Chairs
- Section 3. Special Elections
- Section 4. Budget
- Section 5. Proposal Process
- Section 6. Membership Responsibilities for Ad Hoc Committees
- Section 7. Member Appointment to University Committees

Section 1. Membership Selection

- A. Interested and eligible staff members per Article IV Section 1 of the UPSC by-laws, may submit an application for membership via the UPSC website.
- B. Applications are received by the UPSC Administrative Assistant and forwarded on a quarterly basis (October 1, January 1, April 1, July 1) to a representative from the Office of Human Resources (HR) as designated by the Associate Vice Chancellor for Human Resources.
- C. The designated HR staff member reviews each of the applications to verify eligibility based on Article IV Section 1 of the UPSC by-laws.
- D. Once eligibility has been verified, the HR staff member notifies the Executive Committee.
- E. The Executive Committee will send an official invitation to each of the eligible applicants with a digital copy of the by-laws. Upon written confirmation of the applicant's acceptance of the invitation, the Executive Committee will notify the HR staff member of those candidates that have accepted invitations for membership.
- F. The HR staff member will provide written notification, approved by the Associate Vice Chancellor for Human Resources, to each of the new members' supervisors informing them of the individual's acceptance into UPSC.
- G. Former UPSC members who have been terminated for attendance issues must wait a period of one year before reapplying for UPSC membership. If a waiting list for membership exists, the applicant will be placed at the bottom of the list, which may result in an additional delay in renewed membership.
- H. Former UPSC members who have resigned are not required to wait to reapply for membership, but if a waiting list for membership exists, the applicant will be placed at the bottom of the list, which may result in a delay in renewed membership.

Section 2. Election Process for Officers and Chairs

A. Elections shall follow these procedures.

1. Election of the Officers

- a. Election of UPSC officers shall take place every odd numbered year.
- b. In January of an election year, the Steering Committee will form an ad hoc committee called the Elections Committee. The committee shall consist of a chair and three additional members. These members shall not be running for an office in that election year.
- c. The chair of the Elections Committee will be approved by the Executive Committee.
- d. Volunteers will be solicited to fill the other three committee positions and the committee chair will have prerogative to select the final members of the committee from those who volunteer.
- e. Announcement of officer elections shall be made at the April monthly meeting.
- f. The Chair of the Elections Committee shall coordinate the process of obtaining submitted nominations for positions that are open that given year.
- g. In the event the Elections Committee Chair has been declared to seek office, the UPSC Officers shall appoint a member from the Elections Committee to replace the chair.
- h. Only Full Members who have served during the past year may be nominated for an office. Nominations shall be received from among all UPSC members.
- i. All nominations shall be received in writing, via campus mail or e-mail, no later than April 30. The Elections Committee may accept voice nominations during New Business at the April meeting.
- j. In the event there are no nominees for a given office, the Elections Committee shall nominate candidates for the office from among the Full Members of the UPSC.
- k. Nominees can run for multiple offices. Nominees must indicate which office they are running for prior to start of any election.
- l. In the case when only one current full member of UPSC is nominated to an office, no vote shall take place.

- m. The Elections Committee shall determine each nominee's eligibility to hold office according to the terms of these Bylaws. Each nominee must then indicate his or her consent to seek office.
 - n. The Elections Committee Chair will set up online voting through qualtrics.
 - o. The Election Ballot shall list the candidates in alphabetical order by office.
 - p. The Election Ballot will include a statement prepared by each candidate. The candidate's statement shall contain biographical information, a statement of qualification and may include a recent picture.
 - q. A roster of all UPSC members who are eligible to vote in the election will also be loaded into qualtrics.
 - r. Candidates for the office of president will participate in a question and answer forum at the May general meeting. The Elections committee will solicit questions from the general membership starting in April. All other positions will have the opportunity to make statements that will appear as part of the elections portal.
 - s. Once the nominating process is complete, the Elections Committee Chair shall enter into the Elections Ballots the list of candidates, the candidates' statements, and the roster of eligible voting members as well as the dates and times of the election period.
 - t. Each election is open for 48 hours starting with President, Executive Vice President, Vice President for Finance, Vice President for Public Relations, Parliamentarian.
 - u. In the case of a tie between two or more candidates, the Elections Committee will coordinate a revote for that position in which:
 - i. Only those for which there is a first place tie shall be included in the revote.
 - ii. The Elections Committee shall distribute ballots to the eligible members in the same manner as previously distributed.
 - iii. 3. The Elections Committee shall announce the winner at the close of the revote.
 - iv. 4. This process shall continue until the tie is broken.
 - v. The elections will continue on a revised timeline after the tie is broken.
2. Election of the Chairs
- a. Committee Chair elections will take place in the same year as Officer Elections.
 - b. Chair elections will take place within the committees. Election process will be in-person, paper ballot.

- c. Must be present at the meeting to vote or submit your vote to the Staff Council Administrator in advance.
- d. In the event of a tie for the chair position, there will be a revote(s) until the tie is broken.
- e. In the event that a chair vacates their position before the end of their term, the vice chair will take over the office for the remainder of the term.

B. Contesting an Election

1. Any Full Member may contest the election of a candidate by presenting a letter in person, via campus mail, or via e-mail to the UPSC Administrative Assistant. The UPSC Administrative Assistant shall immediately forward the contest letter to the Executive Vice President, the President, and the Chair of the Elections Committee. The Executive Vice President shall enter the contest onto the agenda for the June Steering meeting or may elect, after consulting with the other officers, to call a special meeting of the Steering Committee, the sole purpose of which shall be to address the election contest.
2. At the designated Steering meeting, the Executive Vice President shall obtain the officer ballot from the UPSC Administrative Assistant and shall unseal it in the presence of the committee. The Steering Committee shall verify the vote. If the vote agrees with the report of the Elections Committee, the Steering Committee shall declare the vote valid.
3. Should the results of the verification show evidence of error including miscounts, voting by other than Full Members, or other reversible error, the Steering Committee may do the following:
 - a. Nullify the entire election. So doing will require a new election to be conducted at the next regular meeting and will follow the process outlined in Section 2 of the Operations Manual titled "Special Elections".
 - b. Nullify the election of the office in question. So doing will require a new election for that position only and will follow the process outlined in Section 2 of the Operations Manual titled "Special Elections".
 - c. Re-declare the winner for each contested office based on the number of votes determined to be valid.
4. The Executive Vice President shall announce the results of the Steering Committee's determination at the next regular UPSC meeting. The determination of the Steering Committee shall be final.

Section 3. Special Elections - Officers

- A. If a UPSC officer leaves his/her office prior to the end of his/her term of office, the Steering Committee will conduct a special election. That special election shall adhere to the following process:
 - 1. An e-mail will be sent by the Executive Vice President (or President if the Executive Vice President position is up for special election) to the UPSC membership requesting e-mail nominations of self or others to the office which is being vacated within two weeks of the date the e-mail was sent. No voice nominations will be accepted.
 - 2. The Steering Committee will collect the nominations and contact the nominees for a brief statement of qualifications.
 - 3. The Operations Committee will assist the Steering Committee if the committee requires assistance in carrying out this task.
- B. Election shall follow the procedures outlined in Section 2 for a regular election with just one office up for vote.
- C. If more than one unexpected vacancy happens at the same time, the appointed election committee can redesign the special election accordingly.

Section 4. Budget

- A. The Vice President of Finance is responsible for oversight of UPSC's budget, all accounts, and the Endowed Book Fund Account.
- B. The Vice President of Finance shall present an annual operations budget report at the August Steering Committee meeting that outlines:
 - 1. An expected budget amount
 - 2. Expected expenditures
 - 3. Special projects
 - 4. Other items of financial concern

Section 5. Proposal Process

- A. Proposals, recommendations, and policies passed by UPSC shall follow the process outlined below for approval:
 - 1. An issue or topic is investigated by a committee.
 - 2. The committee submits a draft proposal to the Executive Committee.

3. After the Executive Committee's initial review, revisions are made at the committee level.
4. The next draft is submitted to the Executive Vice President for discussion at the next Steering Committee meeting.
5. At the next Steering Committee meeting the proposal is discussed, if changes are necessary, the committee revises the proposal and resubmits to the Executive Vice President. If the proposal passes, a discussion and vote will be scheduled for the next general UPSC meeting.
6. At the next General UPSC meeting, if the proposal is referred back to committee, the committee revises the proposal and resubmits it to the Executive Committee for a discussion and vote to be scheduled at the next general UPSC meeting. If it passes the proposal is submitted to the Executive Committee.
7. The Executive Committee will then submit, if necessary, the proposal to the appropriate University officers with a cover letter. Copies will be sent to the UPSC Administrative Assistant and the chair of the originating committee or individual.

Section 6. Membership Responsibilities for Ad Hoc Committees

- A. Ad hoc committees will be created as needed for projects outside the four committees. Members from committees may be asked to serve on ad hoc committees, and in the event of serving, should follow the below guidelines.
 - a. Each committee (External Relations, Operations, Staff Relations, and Staff Life) will be responsible for identifying a member to serve on the ad hoc committee to ensure representation of the UPSC membership.
 - b. Members will attend all ad hoc committee meetings for the duration of the ad hoc committee.
 - c. Members on the ad hoc committee will be excused from duties and meetings related to their standard committee (External Relations, Operations, Staff Relations, and Staff Life).
 - d. Members should submit an update to their committee chair as appropriate so that information can be shared about the ad hoc committee to other members, and help with the ad hoc committee projects can be solicited.
 - e. Members will have to attend the regular monthly UPSC meetings while serving on an ad hoc committee.

Section 7. Member Appointment to University Committees

- A. Staff Council members are appointed to university committees throughout campus to represent staff interests, including Board of Trustees Committees and Senate Council Committees, among other university committees. Members from UPSC are called to serve on such committees as outlined in the following process.
1. All eligible members will receive notification of the committee opening via email from the UPSC administrator. The notification will include a brief statement of the committee purpose and time commitment needed to serve.
 2. Interested members will be given a minimum time period of the end of the following business day to indicate their interest in serving on the committee by responding to the email; more time may be given depending on the committee selection timeline.
 3. UPSC officers will determine which member will be chosen based on criteria including personal interest, prior knowledge of committee work, expertise in area of committee work, and level of involvement in UPSC.
 4. If no members indicate interest, the officers and committee chairs may nominate members; UPSC officers will determine which member will be chosen based on criteria including personal interest, prior knowledge of subcommittee work, expertise in area of committee work, and level of involvement in UPSC.
 5. Members will continue to attend the monthly UPSC general meetings and UPSC committee meetings while serving on a university committee.
 6. Members will report on non-confidential items relative to their respective university committees at the UPSC general meetings.

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Get involved. Stay in touch. Be a voice.