

Bylaws of the Staff Advisory Council of the University of Nebraska Medical Center Adopted July 1, 2024

I. PURPOSE

The purpose of the University of Nebraska Medical Center (UNMC) Staff Advisory Council is established to promote and facilitate communication between administration and the staff. The Council acts in an advisory capacity to the Chancellor, campus administration, and other University groups on behalf of the staff. The Council serves as a forum for the exchange of ideas; to promote common interests among the staff; to suggest revisions and initiatives to improve staff policies; and to provide recommendations to administration in the formulation of institutional policy and governance.

II. MEMBERSHIP

- a. The UNMC Staff Advisory Council, representing three staff employee groups: Administrative/Managerial, Office staff, and Service-staff, is composed of thirty-two Council members. All elected Council members must be approved by the Chancellor.

The UNMC Staff Advisory Council shall represent all employees and shall include members from the groups below, with representation for each group equal to the greater of two council members or one council member per 100 staff employees. This representation will be reviewed annually based on staffing as of July 1st.

Groups	Representation	Number
Group 1	College of Allied Health	2
Group 2	College of Dentistry	2
Group 3	College of Medicine	9
Group 4	College of Nursing	2
Group 5	College of Pharmacy	2
Group 6	College of Public Health	2
Group 7	Eppley Institute	2
Group 8	Munroe Meyer Institute	3
Group 9	Academic Affairs	2
Group 10	Administration/Business & Finance	4
Group 11	Research	2
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- b. To be eligible to serve on the UNMC Staff Advisory Council, staff must:
 - i. Be under the administrative jurisdiction of the University of Nebraska Medical Center
 - ii. Be a full-time or part-time (>50%) employee for a minimum of one year in the position of:

1. Administrative/Managerial/Professional staff
 2. Office staff
 3. Service staff
- iii. Be in good standing at UNMC
- c. Service on the Staff Advisory Council shall be counted towards normal work hours.
- d. Within one (1) calendar month of joining the Staff Advisory Council, new Council members are required to submit documentation to the Staff Advisory Council President affirming they have read and agree to follow the Staff Advisory Council Bylaws in their entirety.

III. MEETINGS

- a. The UNMC Staff Advisory Council Year runs July 1st through June 30th.
- b. The UNMC Staff Advisory Council shall hold an organizational meeting at a stated time in July. The subsequent monthly meeting dates for each Staff Advisory Council Year will be established and announced by the incoming Executive Committee by June 15th each year.
- c. Council members may attend regular, special, and committee meetings of the Staff Advisory Council using tele-technologies that allow for two-way communication between the originating site and the remote location from which they are attending.
- d. All meetings of the Staff Advisory Council shall be open to anyone desiring to attend, except that executive sessions may be called by a majority vote of the Council members present. Executive session attendance is limited to members of the Staff Advisory Council, the Chancellor/their designee(s), and other persons as appropriate. A report of each executive session must be made available at the next open meeting.
- e. Meetings will be conducted by parliamentary procedure.
- f. The Advisory Council President will call a special meeting of the Staff Advisory Council when they deem such a meeting necessary or when requested to do so by the Chancellor of UNMC or by fifty-one percent (51%) or greater of the Advisory Council. An effort shall be made to post an agenda twenty-four (24) hours in advance of any special meeting that is called.

IV. QUORUM

- a. A quorum of sixty percent (60%) of all Council members must be present to take action on matters before the group.
 - i. Ex-officio members are not counted to establish a quorum.

V. ABSENCES

- a. Each Council member shall attend all standing meetings of the full Staff Advisory Council unless excused by the President.
 - i. Two unexcused absences in an Advisory Council year will prompt the President to contact the member to discuss their involvement.
 - ii. After three unexcused absences in an Advisory Council year, the President shall declare the seat vacant and fill that seat according to the Vacancy procedures in these bylaws.

- iii. An excused absence is defined according to the UNMC Employee Leave Policy.

VI. BUDGET

- a. An annual budget for the subsequent Advisory Council Year will be presented to the Staff Advisory Council at the January meeting for approval. A simple majority vote of the quorum present at this meeting is needed to approve this proposed budget. The budget will be developed in coordination with, and upon approval, submitted to the Vice-Chancellor for Business, Finance, and Business Development.

VII. AGENDA

- a. Agendas for each meeting will be set no later than five (5) business days before each meeting to allow for distribution of the agenda and any supporting documents to Council members no later than three (3) business days before each regular Advisory Council Meeting.
 - i. The Executive Committee and/or President are empowered to add agenda items if a time-pressing issue emerges in the five (5) business days before a regular meeting, in which case an updated agenda with relevant information will be sent to the Advisory Council as soon as possible.
- b. Any Staff Advisory Council Member, UNMC staff member, or relevant campus stakeholder can request to add items to the agenda. Proposed items will be approved by the Executive Committee.
- c. No item of new business brought forward from the floor during a regular meeting will be acted upon at that meeting. Action upon the new business item will be postponed until a future regular meeting.
 - i. This rule may be suspended under extraordinary circumstances requiring prompt action by the Staff Advisory Council as determined by the President.

VIII. MINUTES

- a. Advisory Council minutes are to be provided to Advisory Council members via email for review within ten (10) business days following a regular Advisory Council meeting.
- b. Final approval of the minutes shall occur at the next regular Advisory Council meeting.
- c. Minutes will be made available to UNMC employees after final approval.

IX. VOTING

- a. The primary method of voting for any motions before the Staff Advisory Council or one of its committees shall be through immediate voting during a meeting, and all results will be posted in the meeting minutes.
 - i. Voting shall be conducted via a show of hands unless a provision for a roll call or secret ballot has been made.
 - ii. A two-thirds (2/3) affirmative vote of the Senators present at a meeting and voting shall be required to pass motions.

- iii. Voting by proxy shall not be permitted.
- b. If a pressing matter occurs between meetings or when the Advisory Council cannot meet, a vote may be taken using a method determined by the Staff Advisory Council President. This voting may occur electronically and/or asynchronously.
 - i. In such votes, a quorum will be established if sixty percent (60%) of the eligible members to vote on the motion have submitted a vote at the end of the open timeframe.
 - ii. If a quorum has been established, a two-thirds (2/3) affirmative vote of those voting shall be required for passage.

X. OFFICERS

The officers of the Staff Advisory Council are Past-President, President, Vice-President (President-Elect), Secretary, Treasurer, and Communications and Marketing Officer. The duties of the officers are as follows:

- a. Past-President
 - i. Serve as a resource for the President and the Executive Committee, including but not limited to assisting the new President in transitioning to the role.
 - ii. In the temporary absence of both the President and Vice-President (President-Elect), assumes the roles and duties of the President.
 - iii. In the temporary absence of the Vice-President (President-Elect), or when the Vice-President (President-Elect) has assumed the President role temporarily, assumes the role and duties of the Vice-President (President-Elect).
 - iv. Serves as the chair of the Policy and Legislation Committee. Serves as an ex-officio member of the Executive Committee and Staff Advisory Council.
 - 1. As a non-voting, ex-officio member, the Past-Chair shall be permitted to attend closed-session Executive Committee meetings and participate in public meetings and hearings of the Staff Advisory Council, including serving on committees and participating in all discussions regarding matters which may come before the Staff Advisory Council in public session.
- b. President
 - i. Chairs the Executive Committee.
 - ii. Presides over the Staff Advisory Council Meetings.
 - iii. Solicits and submits nominations, in consultation with the Executive Committee, for Staff Advisory Council, University-wide, and University of Nebraska system committees.
 - iv. Manages the preparation of the Annual Report, in conjunction with the Executive Committee, to be presented to, and approved by, the Staff Advisory Council for submission to the Chancellor by the end of the Advisory Council Year.
 - v. Meets with the Chancellor to make recommendations and present matters of concern and interest as the representative of the Staff Advisory Council and staff.
 - vi. Arranges the agendas for the Staff Advisory Council meetings in consultation with the Chancellor, Vice-Chancellors, and Executive Committee.

- vii. Signs off to dispense funds with the Staff Advisory Council Treasurer.
 - viii. Meets quarterly with the Faculty Senate President and the Student Senate President. Attends the University of Nebraska Board of Regents meetings when requested.
 - ix. Trains the Vice-President (President-Elect).
 - x. Shall become the Past-President of the Staff Advisory Council the following year.
- c. Vice-President (President-Elect)
- i. Serves on the Executive Committee.
 - ii. In the temporary absence of the President and/or Treasurer, assumes the roles and duties appropriate to that office. If multiple officers are absent simultaneously, appoints a Council member to assist.
 - iii. Serves as a point of contact for Committees, collecting reports from Committee Chairs before meetings of the Executive Committee and reporting Committee information at regular Staff Advisory Council meetings.
 - iv. Serves as Parliamentarian of the Staff Advisory Council and annually reviews the bylaws for potential changes.
 - v. Serves as the chair of the Campus Culture Committee.
 - vi. Shall become President of the Staff Advisory Council the following year.
- d. Secretary
- i. Serves on the Executive Committee.
 - ii. Provides accurate minutes of each Advisory Council meeting as stipulated under the Minutes section of these bylaws.
 - iii. Keeps the Staff Advisory Council official membership roll, including contact information, and calls the roll when required.
 - iv. Maintains all Staff Advisory Council records.
 - v. Schedules and prepares for Staff Advisory Council regular and special meetings.
 - 1. Schedules physical and/or virtual space for Staff Advisory Council meetings.
 - 2. Calls for agenda items in preparation for upcoming meetings.
 - 3. Prepares agenda for Staff Advisory Council regular and special meetings with the President.
 - 4. Ensures the distribution of the agenda, minutes, and meeting location information for each regular and special Staff Advisory Council meeting.
 - vi. In the temporary absence of the Communications and Marketing Officer, assumes the roles and duties appropriate to that office.
 - vii. Serves as the chair of the Membership and Recognition Committee.
 - viii. Provides oversight to ensure timely dissemination of pertinent information in partnership with the Communication and Marketing Officer.
- e. Treasurer
- i. Serves on the Executive Committee.
 - ii. Signs off to disperse funds, along with the President.
 - iii. Serves as an ex-officio member on all committees/projects with financial implications.

- iv. Provides reports on financial accounts of the Advisory Council at Advisory Council and Executive Committee meetings.
 - v. Serves as Accounts Receivable and Payable for all Staff Advisory Council-related funds.
 - vi. Maintains a filing system for deposits and payments from Staff Advisory Council accounts.
 - vii. Develops, in coordination with the Vice Chancellor for Business, Finance, and Business Development and the Advisory Council Executive Committee, an annual Advisory Council Budget.
 - viii. Presents a proposed annual budget or the subsequent Advisory Council year for approval to the Advisory Council at the regular January Meeting.
 - ix. Submits the approved Advisory Council annual budget to the Vice Chancellor for Business, Finance, and Business Development by March 1st of each year.
 - x. Serves as the chair of the Professional Development and Engagement Committee.
 - xi. Manages preparations of all financial reports for the Annual Report.
- f. Communications and Marketing Officer
- i. Serves on the Executive Committee.
 - ii. Serves as the chair of the Communications and Marketing Committee.
 - iii. Serves as the Staff Advisory Council representative for UNMC Strategic Planning.
 - iv. Serves as the Administrator for Staff Advisory Council UNePlan strategies and initiatives.
 - v. Improves visibility and awareness of the Staff Advisory Council through newsletters, new employee orientations, websites, social media, and other publicity.
 - vi. Works with each Staff Advisory Council committee chair on communications related to their committee activities.
 - vii. In the temporary absence of the Secretary, assumes the roles and duties appropriate to that office.
 - viii. Provides oversight to ensure timely dissemination of pertinent information in partnership with the Secretary.

XI. STANDING COMMITTEES

- a. Executive Committee
 - i. The Executive Committee is composed of the officers of the UNMC Staff Advisory Council. The Staff Advisory Council President shall serve as the Executive Committee Chair.
 - ii. The responsibilities of the Executive Committee shall include the following:
 1. Reviewing all Committee reports before distribution.
 2. Developing agendas for Staff Advisory Council meetings in conjunction with the Staff Advisory Council President.
 3. Making recommendations to the Staff Advisory Council at large.
 4. .
 5. Meeting with UNMC administration at least quarterly during the Staff Advisory Council year.

6. Hosting the UNMC Faculty Senate President and Student Senate President annually at a regular Staff Advisory Council meeting.
- iii. The Executive Committee shall meet before each month's Staff Advisory Council meeting.
- b. Campus Culture Committee
 - i. The Vice-President (President-Elect) shall chair the Campus Culture (CC) Committee.
 - ii. The responsibilities of the CC Committee shall include, but are not limited to, the following:
 1. Coordinating advocacy on issues on behalf of all staff.
 2. Supporting efforts to ensure all staff feel included
 3. Assisting with recruitment for Staff Advisory Council elections to ensure inclusive representation.
 4. Collaborating with other Staff Advisory Council Standing Committees as requested.
 - iii. At all times, at least one (1) member of the CC Committee should be an active participant in the UNMC Engagement Council. The CC Committee Chair shall designate a specific IE Committee member to report back to the Committee on the UNMC Engagement Council activities.
- c. Communications and Marketing Committee
 - i. The Communications and Marketing Officer shall chair the Communications and Marketing Committee.
 - ii. The responsibilities of the Communication and Marketing Committee shall include, but are not limited to, the following:
 1. Maintaining the Staff Advisory Council webpage and social media platforms in coordination and compliance with the UNMC Strategic Communications policies and procedures. The Committee Chair will ensure changes are made within one (1) month of the requested change.
 2. Managing the Staff Advisory Council shared email account.
 3. Developing and distributing a monthly newsletter for the Staff Advisory Council, working with all Staff Advisory Council Committees to promote their activities.
 4. Developing and distributing informational materials on the Staff Advisory Council and its events and activities through appropriate UNMC channels.
 5. Participating in new employee orientations to share information about the Staff Advisory Council.
- d. Professional Development and Engagement Committee
 - i. The Staff Advisory Council Treasurer shall chair the Professional Development and Engagement Committee.
 - ii. The responsibilities of the Professional Development and Engagement Committee shall include, but are not limited to, the following:
 1. Identifying and developing recommendations about additional programs for staff training, professional development, and workplace wellness.
 2. Developing and facilitating/hosting staff professional development opportunities that are complimentary to the scope of training and development programs hosted by UNMC.

3. Serving as an advisory committee, when requested by Human Resources, to assist with planning professional development and staff engagement opportunities.
- e. Membership and Recognition Committee
 - i. The Staff Advisory Council Secretary shall chair the Membership and Recognition Committee.
 - ii. The responsibilities of the Membership and Recognition Committee shall include, but are not limited to, the following:
 1. Promoting ongoing membership, responding to membership inquiries, and maintaining an ongoing list of staff members interested in running for Staff Advisory Council.
 2. Assisting the Staff Advisory Council Secretary in maintaining accurate contact information for all Staff Advisory Council members.
 - f. Policy and Legislation Committee
 - i. The Staff Advisory Council Past-President shall chair the Policy and Legislation Committee.
 - ii. The Policy and Legislation Committee meets on an as-needed basis. The Vice Chancellor for Business, Finance, and Business Development shall be an ex-officio member of the Committee.
 - iii. The responsibilities of the Policy and Legislation Committee shall include, but are not limited to, the following:
 1. Reviewing Regental bylaws, Staff Advisory Council bylaws, and the Employee Handbooks for Managerial/Professional and Office/Service staff to recommend revisions as appropriate.
 2. Reviewing and reporting on any proposed Staff Advisory Council bylaw changes.
 3. Evaluating proposed University policies, new or revisions, related to staff and providing feedback to the full Staff Advisory Council for its evaluation.
 4. Monitoring bills and proposals within the state and federal government that may impact UNMC staff.
 - a. The Policy and Legislation Committee will work with University legislative liaisons to support University legislative initiatives and clarify uncertainties about legislative intent or potential legislative impact.

XII. OPERATION OF ADVISORY COUNCIL STANDING COMMITTEES

- a. Standing Committee Membership
 - i. Each Standing Committee shall consist of the Committee's assigned Officer, at least one (1) Council member, and as many additional Council members as deemed necessary.
- b. Appointment of Standing Committee Members
 - i. Advisory Council members must serve on at least one (1) but not more than two (2) standing committees each year. Following the announcement of the final Staff Advisory Council election results each year, the incoming Staff Advisory Council President will solicit Standing Committee assignment preferences from Council members. The incoming Executive Committee will determine Council member committee assignments.

- c. Election of Standing Committee Officers
 - i. Each Standing Committee will select a Secretary at their first business meeting in the new Advisory Council year.
- d. Standing Committee Meetings
 - i. Each Standing Committee, except the Policy and Legislation Committee, will meet at least once per month and may meet more frequently in times of high activity.
- e. Committee Reports
 - i. Committees must provide a digital monthly report to the Staff Advisory Council Secretary at least seven (7) business days before the next regular Staff Advisory Council meeting.
 - ii. All Committees will submit a digital year-end report for inclusion in the Staff Advisory Council Annual Report based on the timeline established by the Executive Committee.
- f. Committee Finances
 - i. Committees will submit, if applicable, annual budget requests to the Advisory Council Treasurer based on the timeline established by the Executive Committee.
 - ii. Committees will work with the Advisory Council Treasurer to ensure all invoices, receipts, and associated expense documentation material are submitted within the required timelines.
 - iii. Committees will work with the Advisory Council Treasurer to ensure accurate financial information is included in the Committee's year-end report.

XIII. AD HOC COMMITTEES

- a. Ad hoc committees can be formed by the Staff Advisory Council President for a specific purpose to fulfill specific objectives.
 - i. Ad hoc committee chairs must be members of the Staff Advisory Council and will be appointed by the President.
 - ii. Ad hoc committees shall consist of current Staff Advisory Council members; other UNMC staff members with subject matter expertise may be invited to join related ad hoc committees.
 - iii. Ad hoc committees must submit a final report to the Staff Advisory Council Secretary upon completion of their objectives and before the Committee's dissolution.

XIV. ELECTION PROCEDURES

- a. Council member Terms
 - i. Elected Council members will serve a term of three consecutive years.
 - ii. A Council member may run for re-election at the end of their first term.
 - 1. If re-elected, they are not eligible to run for a third consecutive term and must wait at least one year to be eligible for nomination again.
 - iii. Staff Council members whose service area changes during their three-year term will continue in their current capacity through the remainder of their term.
- b. Election of the Staff Advisory Council

- i. Each January, the President shall appoint an ad hoc Elections Committee led by the President and the Past-President and any additional Staff Advisory Council members. The Vice Chancellor for Business, Finance, and Business Development shall be an ex-officio committee member.
 - 1. Only Council members who are not eligible or running for re-election may serve on the Elections Committee.
 - ii. The Elections Committee will advertise and accept nominations for any open Staff Advisory Council seats during the month of March.
 - 1. All nominees will be contacted to verify their willingness and ability to serve. Nominees must provide a written acknowledgment of their eligibility for office and commitment to serve if elected.
 - iii. Voting for Staff Advisory Council members will take place in April. Ballots will be electronically distributed to UNMC staff members, and voting shall be online and anonymous. The period between the distribution of ballots and the close of balloting shall not be less than fourteen (14) calendar days.
 - iv. Ballots will be reviewed, verified, and counted by the Elections Committee within two (2) business days.
 - 1. In the event of any tie(s), the winner(s) shall be determined by the Chancellor.
 - v. After ballots have been verified and counted, the Staff Advisory Council President will send a list of newly elected members to the Chancellor.
 - vi. Within five (5) business days of verification, the Staff Advisory Council President will notify newly elected members and their supervisors of their election to the UNMC Staff Advisory Council and invite them to attend the May and June Staff Advisory Council meetings. The President will also send this information to the current Staff Advisory Council.
 - vii. The Communications and Marketing Committee will post the election results on the Staff Advisory Council website and distribute a results announcement through appropriate UNMC channels within one (1) business day of notification.
- c. Advisory Council Vacancies
- i. Should an elected Staff Advisory Council seat be permanently vacated, the President shall appoint an Alternate to serve for the remainder of the term, with notification to the Chancellor.
 - 1. If less than six months remain in that term at the time of appointment, then that term is not considered a full term of office.
 - 2. If the alternates decline the appointment for the remainder of the term, then:
 - a. If less than six (6) months remain in that term, the seat shall remain empty until the next regularly scheduled election cycle.
 - b. If greater than six (6) months remain in that term, and the vacancy occurs no more than thirty (30) days before the beginning of the next regular election nomination period, the remainder of the term will be included as an open vacancy in the regularly scheduled election.

- c. If greater than six (6) months remain in that term, and the vacancy occurs outside of the period referenced in XIV.c.i.2.b, a special election will be held according to the procedures set in these bylaws.
 - ii. Should an elected Staff Advisory Council seat be temporarily vacated, the Staff Advisory Council President shall appoint an Alternative to serve during the vacancy.
- d. Election of Officers
 - i. Eligibility
 - 1. To be eligible to run for an Officer Position, nominees must have served on the Staff Advisory Council for at least one (1) year.
 - a. If no members meeting this requirement accept nomination for an Officer position, nominations for the position will be opened to all Staff Advisory Council Members.
 - ii. Elections
 - 1. Upon completion of the annual Staff Advisory Council elections, the President shall appoint an ad hoc Office Election Committee led by the President and the Past-President.
 - 2. The Officer Election Committee will advertise and accept nominations for Officer positions. All nominations must be submitted no later than fourteen (14) calendar days before ballots are distributed.
 - 3. Voting for Staff Advisory Council Officers will take place in May. Ballots will be electronically distributed to continuing and incoming Staff Advisory Council Members, and voting shall be online and anonymous. The period between the distribution of ballots and the close of balloting must be at least fourteen (14) calendar days.
 - a. Outgoing Council members are not eligible to vote in the Officer election.
 - 4. Ballots will be reviewed, verified, and counted by the Office Election Committee within two (2) business days.
 - a. The winning candidate for each position will be the person who receives the highest number of votes.
 - b. In the event of any tie(s), the winner(s) shall be determined by the Chancellor.
 - 5. After ballots have been verified and counted, the Staff Advisory Council President will send a list of the newly elected officers to the Chancellor.
 - 6. Within five (5) business days of verification, the Staff Advisory Council President will notify the newly elected officers and their supervisors of their election as Staff Advisory Council officers and invite them to attend the June Staff Advisory Council Executive Committee Meeting. The President will also send this information to the current and incoming Staff Advisory Council.
 - 7. The Communications and Marketing Committee will post the Officer election results on the Staff Advisory Council website and distribute a results announcement through appropriate UNMC channels within one (1) business day of that notification.
- e. Officer Vacancies
 - i. President

- ii. If the President resigns office before the end of their term, the Vice-President (President-Elect) shall become President.
- iii. Vice-President (President-Elect)
 - 1. When a permanent vacancy occurs in the office of the Vice-President (President-Elect), a special election will be held according to the procedures set in these bylaws.
- iv. Secretary, Treasurer, Communications and Marketing Officer
 - 1. When a permanent vacancy occurs in the offices of the Secretary, Treasurer, or Communications and Marketing Officer:
 - a. If less than sixty (60) days remain in the Officer's term, the seat shall remain empty until the end of the term.
 - b. If greater than sixty (60) days remain in the Officer's term, a special election will be held according to the procedures set in these bylaws.
- v. Past-President
 - 1. When a permanent vacancy occurs in the office of the Past-President, the President shall disseminate the duties of the Past-President to others on the Executive Committee.
- f. Special Elections
 - i. All special elections will be under the direction of the Staff Advisory Council President and will be conducted in the same manner as the regular elections outlined in these bylaws.

XV. AMENDMENTS TO THE BYLAWS

- a. All proposed changes to the Staff Advisory Council bylaws must be submitted to the Policy and Legislation Committee for review. The Committee must review the proposed change(s) within one (1) month of submission.
- b. After review, the Policy and Legislation Committee will submit a report and the proposed change(s) to the Senate Executive Committee for inclusion on the next regular Advisory Council meeting agenda as a new business item for discussion.
- c. The proposed change(s) will be voted upon at the following regular Advisory Council meeting.
- d. If approved by the Council, the amended bylaws will be filed for report to the Chancellor for review and final approval.