

Bylaws of the Genesee Staff Council of the University of Rochester

I. Mission

The mission of the Genesee Staff Council (GSC) is to facilitate active and direct communication between University staff and senior administration at the University of Rochester. Our goal is to serve as an advisory body on matters that affect the staff we represent and create forums for input.

II. Membership

A. Membership is composed of seats allocated to represented districts as well as two Co-chair positions (refer to section II. V.). District Representatives shall be elected by peers from within their respective districts to fill the seat(s) for the term.

- i. Members elected in the annual election shall serve for a two-year term effective Labor Day following their election, except as noted elsewhere in the bylaws.
 - a. When a new District is created, some inaugural representatives shall serve three-year terms in order to create staggered changes in representation. The number of three-year terms per District shall be half of the total seats (rounded down). Representatives receiving the highest numbers of votes shall serve the three-year terms.
- ii. Members shall have no term limits.
- iii. Composition and number of representatives shall be determined by the Election Committee prior to the beginning of the election period based on district census data.
 - a. Should restructuring occur, causing part or all of a department to fall under a different District, that department's constituents would continue to be considered part of its original District until the next general election. If any Representative is in such a department, they may continue to serve for the original district until the next general election. If they are in the first year of their term when the change occurs, this may result in a vacated seat in the original district at the time of the next election.
- iv. Members who are elected to the council to fill a vacated seat shall serve the remainder of the original two-year term associated with the seat.
- v. Members who are elected council Co-chair shall serve their first year as both a Co-chair and a district representative. In their second year, they shall serve solely as a Co-chair, but may choose to remain as an ex officio member of their original district through the end of their Co-chair term. They shall only cast a vote in the case of a tie.
 - a. Should a Co-chair term shorten or lengthen a representative's District term, the remainder of that term shall be treated as a vacated seat, as outlined in II. A. iv.
 - b. In the instance that a Co-chair needs to vacate their role as Co-chair prior to the completion of their term:

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1. In instances where the vacated Co-chair term has less than 6 months remaining, an interim Co-chair may be appointed to fulfil the responsibilities of the vacated Co-chair seat, until the next Co-chair is elected, via the standard Co-chair election process.
2. An interim Co-chair may be appointed to fulfil the responsibilities of the vacated Co-chair seat for the period of time between when the seat becomes vacant and the election of the new Co-chair. The interim Co-chair shall:
 - i. Be recommended by the Executive Committee and ratified by two-thirds vote of the Council, in order to be appointed.
 - ii. Meet the eligibility requirements for the role of Co-chair
 - iii. Have all of the rights and responsibilities of a Co-chair
 - iv. Serve for a duration not to exceed the shorter of either:
 1. Six months from the vacancy OR
 2. the period until the next regularly scheduled Co-chair election
 - v. Remain a representative for their district for the term(s) for which they were elected
3. In instances where the vacated Co-chair term has more than 6 months remaining, an election must occur within 6 months of the vacancy to elect a new Co-chair. The newly elected Co-chair shall carry out the duration of the vacated term and is eligible to run again at its conclusion. Should this term span the annual District Representative Elections, the newly-elected Co-chair shall be considered to be in their "second year" at the time of the elections, pursuant to section II. A. v. If an off-cycle Co-chair election is required, this election must follow the standard Co-chair election process (IV. C. ii). Anyone meeting the eligibility requirements for this role may run, including an Interim Co-chair.
 - i. Should the timing of this election warrant the need to elect both Co-chairs within the same election, two votes will be held in succession. The first for the longer term, the second for the shorter term. Nominated candidates could choose to run for either or both of these positions.

B. Officers

- i. Co-chairs
 - a. Shall be elected for two-year terms.
 1. Inaugural Co-chairs shall serve different term lengths to create a

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staggered change of leadership and to promote continuity – one for a 2-year term (2019-2021) and one for a 3-year term (2019-2022).

- b. Shall not serve more than one consecutive full term.
- c. Shall remain on the council for at least one additional year following their term as ex officio members to create continuity of leadership.
- d. Shall be elected by an internal process of the Staff Council, conducted at the first meeting of each term.
- e. Shall be responsible for setting agendas and priorities, representing the Council to University administration and faculty.
- f. Shall prepare and distribute meeting agendas.
- g. Shall oversee preparation of the annual report of the Council to be shared publicly.
- h. Shall recommend Parliamentary candidate for appointment.
- i. Shall prepare an annual budget for approval by the Council and monitor procedures and processes for appropriate use of funds.
- j. Shall have served on the Council for at least one year, at any time, prior to being elected.

C. Ex Officio Members

Ex officio members are non-voting members of the Council and shall be recommended for appointment by the Co-chairs and ratified by two-thirds vote of the Council.

- i. Parliamentary
 - a. Shall be appointed for a two-year term.
 - b. Shall have previous experience with the operation of the Council.
 - c. Shall preside over questions of procedure.
 - d. Shall maintain and uphold the Council bylaws.
- ii. Representation from the Institutional Office of Equity and Inclusion
- iii. Representation from the Office of Human Resources
- iv. Council members who are no longer eligible to complete their elected term, but remain employees in good standing, may serve up to six months of their term at the discretion of the Executive Committee.
- v. Immediate past Council Co-chairs (refer to Section II. B. i. c.)

D. Departure from the Council

- i. Members shall be removed from the Council for the following reasons:
 - a. Departure from the University.
 - b. No longer meets eligibility requirements to remain on the Council (please refer to section VI B).
- ii. Members of the Council may be removed at the recommendation of a majority of

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the Executive Committee pending confirmation by the Co-chairs. Removal shall be based on, but is not limited to:

- a. Failure to fulfill roles and responsibilities of a Council member.
- b. Conduct unbecoming of a member of the Council.
- c. Insufficient meeting attendance without just cause.

III. Roles and Responsibilities - Members

- A. Shall fulfill the mission of the Council.
- B. Shall maintain effective communication with their supervisor to ensure that job responsibilities are organized in cooperation with their staff council role.
- C. Shall attend all Council and committee meetings where possible. If a member is unable to attend a scheduled meeting, notification shall be provided in advance to the appropriate council or committee chair.
- D. Shall encourage informed communication among University Staff and the broader University community, including the recognized governance groups.
- E. Shall solicit nominees and make recommendations for University committees and other committees as requested by senior administration.

IV. Meetings

A. Council Meetings

- i. Shall be held monthly, and be scheduled by the Co-chairs.
- ii. Notification shall be given to all Council members two business days prior to the meeting, if a special, unscheduled meeting is needed.

B. Quorum shall be defined as two-thirds of the voting members.

C. Voting

- i. For motions on the floor, a simple majority of voting members present shall carry the motion.
- ii. For election of Co-chairs, a plurality of voting members present shall determine the winners. Votes shall be cast by anonymous ballot.

D. Absentee Voting

- i. Absentee voting will not be permitted for the Co-chair elections
- ii. Council members may opt to vote in absentia for other planned votes
 - a. Council members must provide advance notice of intent to vote in absentia

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to gsc@rochester.edu at least 48-hours prior

- b. Absentee votes will be collected via the Council's designated survey tool prior to the scheduled vote
- c. Should motions off the floor or results of prior votes impact the matter being voted upon, no absentee ballots would be considered.

V. Committees

A. Executive Committee

- i. Shall serve as an agenda committee for the deliberations of the Council and may make recommendations to the Council.
- ii. Shall consist of the Co-chairs, representation from Human Resources, appointees at the discretion of the Co-chairs, and the immediate past Co-chair.
- iii. Periodic invitations shall be extended to the Chairs of Council committees. Any representative may request time to attend an Executive Committee meeting for discussion of a specific topic by submitting a request to the Co-Chairs.
- iv. Shall maintain a procedure for budget oversight.

B. Bylaws Committee

- i. Shall annually review Council bylaws.
- ii. Shall propose changes to the Council bylaws as necessary.
- iii. The Parliamentarian shall serve as a standing member of the Bylaws Committee.

C. Election Committee

- i. Shall oversee the election process and is composed of members not seeking election.
- ii. The Election Committee Chair shall report directly to the Co-chairs and certifies and announces the results of elections.
- iii. The Parliamentarian shall serve as a standing member of the Election Committee.
- iv. Shall maintain a process for filling vacancies in the event a council member leaves their seat prior to the end of their elected term.

D. Ad hoc Committees

- i. Committees on project-related work shall be appointed by the Co-chairs and ratified by a majority of the Council.
- ii. Committees shall exist for the duration of their work.
- iii. Committees shall consist of a minimum of four Council members.

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- iv. Ad hoc committees may be disbanded at the request of the Council or the membership of the committee.

VI. Election Process

To provide Genesee Staff Council representation across the units and departments, there shall be 15 district groups based on division and department family, with the number of representatives determined by the total size of the district. Districts are: Advancement; Arts, Sciences & Engineering; Auxiliary Union; Central Administration; Eastman School of Music; Laboratory for Laser Energetics; Memorial Art Gallery; River Campus Libraries; School of Medicine & Dentistry Administration; School of Medicine & Dentistry Basic Sciences; School of Medicine & Dentistry Clinical Sciences; School of Nursing; Simon School of Business; University Information Technology; Warner School of Education.

A. The Election Committee shall oversee the election process.

B. Eligibility to run for Council:

To be eligible for the Genesee Staff Council, nominees shall meet all of the following criteria:

- i. At least one year of employment with the University as of the beginning of the nomination period.
- ii. Shall have a primary staff-affiliation.
- iii. Work in an eligible district.
- iv. Work full time or part time.
- v. Be in good standing (not have an active performance improvement plan).
- vi. Shall be verified eligible by Human Resources prior to the election.
- vii. Shall not be eligible for a period of five years if previously removed from the Council for cause. After five years, Executive Committee will consult with Human Resources to review eligibility.

C. Nomination period for the Council shall remain open for two weeks.

- i. Staff will be allowed to nominate themselves or others.
- ii. Staff can nominate individuals outside of their own district.

D. Election committee will confirm that a candidate accepts their nomination and confers with their supervisor that they are eligible to run within two weeks of the close of nominations.

E. After the slate of candidates is determined, a ballot shall be distributed to all represented staff. Ballots shall be collected for a minimum of ten days. Paper

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ballots shall be made available for departments whose employees do not have regular access to electronic balloting.

- F. Results of the election shall be tallied by the Election Committee and certified by the Parliamentarian.
 - i. Ties shall be decided by a single runoff of tied candidates.
 - ii. If the single runoff results in a tie, the victor shall be decided by coin flip conducted by the Parliamentarian and witnessed by the Election Committee.
- G. Election results shall be announced within one week of close of the election period.

VII. Amendment Process

- A. Bylaws may be changed by a two-thirds majority vote of Council members.
 - i. This vote shall be held at a Council meeting.
 - ii. Before such a vote takes place, Council members shall be given notice regarding the intent to vote on proposed changes to the bylaws.
 - iii. All proposals shall be discussed during at least one Council meeting prior to a vote on the proposed changes.

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