

BYLAWS of the
OPERATING STAFF COUNCIL
University of New Hampshire
Durham, New Hampshire

ARTICLE 1 STATEMENT OF PURPOSE

Section 1 The Operating Staff Council (OSC) is a Standing Council of the Administration of the University of New Hampshire.

Section 2 The OSC serves in an informational and advisory capacity to the President, reporting directly to the President on concerns regarding the rights and responsibilities of the Operating Staff (OS), which may include but not be limited to, job classifications, pay scales, promotional opportunities, working conditions, benefits, retirement and other policies and procedures relating to employment at the University of New Hampshire.

Section 3 The Council acknowledges a special responsibility and accountability to members of the Operating Staff which includes full-time status employees and employees holding status appointments of no less than half-time.

Section 4 The Council provides employee relations advice and counsel to members of the Operating Staff.

ARTICLE II DEFINITION OF OPERATING STAFF

The OS are support personnel at the University of New Hampshire. The administrative, craft, technical, service and custodial employees included in this category are allied closely with the Faculty and Professional, Administrative and Technical staff in the execution of the University's mission.

ARTICLE III STRUCTURE OF THE COUNCIL

Section 1 The OSC shall consist of seventeen (17) voting members. Fourteen (14) of these members shall represent individual districts generally apportioned according to Business Service Centers. Three (3) others will be members at-large. One (1) of the seventeen (17) members shall represent UNH-Manchester.

Members of the OS who are appointed by the OSC to other councils or committees (for example: the Systems Personnel Policy Committee or the University Governance Communications Council) shall be considered ex-officio members of the OSC if not current councilors of the OSC. Ex-officio members have no voting privileges.

Section 2 Members of the Council must be at least 75% time, status employees and have been employed by the University System for at least six (6) months.

Section 3 Officers of the Council shall have served for at least six (6) months on the Council. The officers of the Council shall be: Chair, Vice-Chair, and Recorder. The officers shall be nominated during the November meeting and elected during the December meeting by the outgoing, continuing, and new council members. Officer nominees are not excluded from voting. Official terms for officers begin January 1st of each year.

Chair. This person will conduct meetings of the Council at least monthly (unless voted otherwise by a majority of Council members), may call special meetings upon request, and will prepare and distribute the agenda for each meeting. The Chair will recognize members who are entitled to the floor and will expedite business in every way compatible with the rights of the members. Chair will be responsible for the maintenance and update of the OS Council website.

Vice-Chair. This person shall serve as co-chair of the Council, calling and chairing meetings in the absence of the Chair, or at his/her request, and assisting with the operation of the Council.

Recorder. This person will record and maintain minutes of all meetings, distributing copies to the membership and other interested parties prior to the next scheduled meeting. A running attendance record of Council members at Council meetings will be kept by the Recorder. Also, the recorder will submit appropriate items and reports to the Campus Journal on a regular basis in the event that a reporter cannot attend the meetings.

Section 4 If there is no available Council member meeting the six (6) month requirement, other members can be voted in by a majority of the Council. Council vacancies, as a result of resignation or other cause, may be filled for the duration of the term by someone from the district vacated meeting the six (6) month requirement. This will take place by Council vote.

ARTICLE IV LENGTH OF TERM

Section 1 Council members shall be elected for two-year terms. The terms shall be staggered so that approximately one-half of the membership shall be elected each year.

Section 2 A council member is eligible for re-election to one consecutive term after which two (2) years must pass before he/she is again eligible, unless his/her first term was served to fill out less than half the unexpired term of some other Council member. If there are no other interested candidates in a district then the existing Council member may run for another two (2) year term.

ARTICLE V ELECTION PROCEDURE

Section 1 Council elections will be held annually during the December meeting with ten (10) members (eight district and two at-large) elected in one year and nine (9) members (eight district and one at-large) elected the next year.

Section 2 The Nominations Committee is responsible for organizing the election process. The Nomination Committee is also responsible for providing the Recorder with the election results. The Recorder will insure the results are appropriately disseminated and published in the Campus Journal.

Section 3 During the first week in September, notices will be sent to all OS, requesting nominations for district seats up for election. Each candidate for a district or an at-large seat will be required to submit a nomination form to the Nominations Committee. It is not a requirement that a candidate be employed in the district he/she will represent.

Section 4 Election will occur during the December meeting. Sitting members of the OSC vote for candidates.

Section 5 The person in each district and at-large seat with the greatest number of votes is elected.

Section 6 Newly elected Council members will attend the December meetings with the out-going and returning members. Official terms (with voting privileges) begin January 1, however, newly elected Council members may participate in the nomination and election of Council officers.

ARTICLE VI MEETINGS

- Section 1 Regular meetings of the OSC will be held at least once a month unless otherwise voted on by the majority of council members. The Council will meet annually with the President at the request of party. The President will appoint a member of his/her staff, or an appropriate administrator, to serve as a liaison to the Council.
- Section 2 Council meetings are open to all members of the OS and all staff have the right to speak with the permission of the Chair. The Council may elect, by majority vote, to enter Executive Session from time to time, for purposes of discussing individual personnel concerns.
- Section 3 The Council shall proceed on a structured basis with its business, as established by the Chair. A quorum must be present for any meeting requiring a vote, but need not be present for discussions. A quorum will be a majority (more than half of the current membership or no fewer than seven council members). On issues coming to a vote, a majority will prevail (more than half of the votes cast by members, excluding abstentions) at a properly called meeting at which a quorum is present.
- Section 4 Robert's Rules of Parliamentary Practice shall govern the decision making of the Council for all cases in which they are applicable, and insofar as they are consistent with the Bylaws of the Council. Robert's Rules of Order may be suspended at any time according to the procedure adopted by the Council to do so.
- Section 5 The Recorder shall be responsible for insuring the minutes are submitted for publication. The Campus Journal and the monthly minutes will be the primary vehicles for disseminating information.
- Section 6 Each Council member is required to attend Council meetings, to assist in committee work, and to be responsible to the OS concerns on campus. In addition, Council members representing districts are responsible for maintaining a listing of their constituents and will be responsible for distributing by email (or posting if appropriate) a copy of the monthly meeting minutes and any other communication deemed appropriate from the OS Chair to members of their district. At their own discretion, Council members may wish to meet with their constituents in general open meetings. Members at large should be available to assist with these meetings.
- Section 7 All Council members will be urged to provide a proxy to attend Council meetings in their absence. Any Council member who is absent or fails to provide a proxy for three (3) consecutive regular meetings, without extenuating circumstances, shall forfeit his/her seat and all Council appointments, if such is the consensus or vote of the Council.

ARTICLE VII COMMITTEES OF THE COUNCIL

Section 1 The Council may establish committees as needed to carry out its functions. Such committees are directly responsible to the Council and report to the Chairperson.

Section 2 Standing Committees of the Council:

Executive Committee. This committee shall be composed of the Council officers and the Chairs of all standing committees. It shall function as the clearinghouse for all proposals made to the Council and to act on behalf of the OSC between regular council meetings.

Nominations Committee. This committee shall develop and maintain a list of qualified and interested OS who would be willing to serve on the Council and the various committees of the University.

Additional duties shall include evaluation of the role of the OS serving on the University and System committees to insure accountability of OS appointees to the Council and the OS as a whole. The Nominations Committee is also responsible for the initiations and publication of election procedures, organizing the election process (see Article V, Section 2).

Communication Committee. The purpose of this committee shall be to raise the level of awareness of the OSC on the campus and to improve the flow of information and ideas between the Council and the OS constituency.

Compensations and Benefits Committee. The purpose of this committee shall be to review all matters of wage and salary and fringe benefits as they relate to OS. This committee shall also assist the Council with analyses of current trends involving these issues, and formulation of recommendations for salary increase and/or fringe benefit improvements. Two members of this committee shall serve as UNH Operating Staff representatives and attend regularly scheduled meetings of the Systems Personnel and Policy Council (SPPC) and will provide updates and regular communications on matters discussed at these meetings to the OSC.

Professional Development Committee. The Professional Development Committee shall identify areas where professional development is needed, and work in conjunction with the Human Resource Office to develop and present these programs.

Section III

Ad Hoc Committee and Working Groups

Ad hoc committees or working groups will be established to accomplish specific council tasks. Appointment of members to such committees or working groups may be made during the annual retreat, regular meetings or special meetings. These groups are responsible for informing the council membership of plans, progress, events and assistance needed relative to their project areas.

ARTICLE VIII

REVISION OF THE BYLAWS

All changes to the Bylaws of the OSC require an exceptional (two-thirds) majority vote by the current Council members and approval by the President in order to be effected.

May, 1991
Rev. May 22, 1995
Rev. February 5, 1998
Rev. May, 2000
Rev. June, 2008
Rev. Sept. 2010
Rev. Sept. 2011