

**Staff Council Bylaws**

**Article I. Name**

This organization will be known as Rutgers Robert Wood Johnson Medical School (RWJMS) Staff Council.

**Article II. Mission**

The purpose of the RWJMS Staff Council (Council) is to provide RWJMS employees with a forum for raising, discussing, and making recommendations on current policy and procedures to enable them to better serve RWJMS. The Council is committed to assessing, prioritizing, and communicating staff needs, and responding to those needs through the implementation of developmental programs and job enhancing initiatives.

**ARTICLE III:  Establishment**

This organization shall be known as the Robert Wood Johnson Medical School Staff Council (RWJMS SC).  Articles I through V of this document constitute the Charter for the Staff Council.  The Council will commence on June 25, 2018.  Thereafter, the RWJMS SC will meet monthly for one to one and a half hours.

**ARTICLE IV:  Purpose**

The purpose of the SC is to act as a liaison between the RWJMS staff and the Dean in all relevant matters.  The SC will engage in the following to create a better culture within the school:

1. Serve in an advisory capacity to the Dean.
2. Enhance the exchange of information among staff, as well as between employees at the school.
3. Examine and understand policies affecting staff and make recommendations to appropriate administrators.
4. Establish standing and subcommittees as appropriate to perform the SC’s functions.
5. Recommend staff to the Dean for appointment to committees.
6. Maintain a supportive and rewarding workplace for staff.
7. Meet on a monthly basis to discuss opinions, concerns, and recommendations through majority agreement to achieve improvements.

**Article V. Goals**

Staff Council will establish goals consistent with the needs and vision of RWJMS and publish these goals on the Staff Council Website. The Staff Council shall reevaluate the goals annually.

**Article VI. Responsibilities**

The Council will develop and implement standard operating procedures, which shall include the process for an autonomous election to the Council.

The Council may, where staff interests are concerned, recommend RWJMS employees to serve on committees established by the Dean.

The Council will prepare and submit to the Dean proposals and our position on staff concerns as determined by a majority of the Council.

The Council will prepare and submit reports as requested by the Dean.

The Council will formulate, monitor, and review recommendations on development programs that affect members of the RWJMS staff.

The Council will not act in an advocacy role in any specific employee/employer dispute within RWJMS, nor will it assume the role of arbitrator in any such matter.

**Article VII.  Staff Council Membership**

All benefits-eligible RWJMS staff.

**Section 1.  General Elections:**

Elections for vacant positions on the Council will be conducted annually during the month of May by secret ballot.  The election will be carried out and approved by the Council in accordance with election procedures as established by the Council.  Nominations of candidates may be made by eligible employees in their established representative department.  Winners of an election will be determined by candidates receiving the most votes within their representative department.

If there is only one nominee from a representative department, the vote will carry automatically without the necessity of distributing and collecting ballots.

**Section 2.  Council/Term of office:**

The Staff Council shall consist of employees of RWJMS. Council members will serve a three-year term. The Council should not make up more than 31 members but should have no less than 15. A council member cannot serve more than two consecutive terms, totaling six years. However, they may be re-elected to a position after a one-year term vacancy. Any member missing three consecutive meetings without written excuse shall be immediately removed from the Council. If a council member should change departments, due to job change within RWJMS, their continued position on the Council will be reviewed by their representative department head/chairperson and if approved, voted on by the Council to finish out their current term.

**Section 3.  Vacancies**

Vacancies of council members for unexpired terms will be filled by election at the next regular meeting of the Council under the rules identified in Article VI, Section 2.

**Section 4.  Quorum**

A quorum will consist of at least two thirds of the members of the Council. No action will be taken by the Council unless a quorum is present. Absentee ballots, however, will count towards a vote, and these ballots should be submitted three days prior to the council meeting in which the vote is taking place.

**Article VIII.  Staff Council Officers**

**Section 1.  Duties**

Officers of the Council will consist of a Chair, Vice Chair, Secretary and Financial Secretary. The Council Chair will preside at meetings of the Council, serve as liaison to the committees, and carry out other duties as specified in these Bylaws.  The Vice Chair will assume the responsibility of the Staff Council Chair when the Staff Council Chair is absent or otherwise unable to perform Staff Council duties, and will assist the Staff Council Chair as required.

The Secretary will maintain accurate records of attendance; keep minutes of all business conducted by the Council; prepare meeting agendas; and coordinate, prepare, and distribute required reports and correspondence for the Council.  Minutes should be distributed to Council members prior to the next meeting.

The Financial Secretary will maintain accurate records of financial transactions for the Council and present that information to the Council at their monthly meetings.

All actions taken by these officers that are reasonably required by their official positions within the Council will be reported to the Council.  Officers may not take a public stand or voice an opinion on an issue in the name of the Council without prior approval by a majority vote of the Council.

**Section 2.  Election of Officers**

Officers of the Council will be elected annually by the new Council membership at the first regularly scheduled meeting following annual elections, based on receiving the largest number of votes, by way of secret ballot.

Only Council representatives with at least one year of membership experience are eligible to serve as Chair. This rule may, however, be waived by a two-thirds vote of the full-voting Council membership.

**Section 3.  Terms of Office**

Officers will be elected annually to one-year terms. No member may hold the same office for more than two consecutive terms, but the member may be re-elected after a one-year interval.  This rule may, however, be waived by a two-thirds vote of the full-voting Council.

**Section 4.  Vacancies**

Vacancies of officers for unexpired terms will be filled by election at the next regular meeting of the Council under the rules identified in Article VIII, Section 2.

**Article IX. Subcommittees**

The chair and members of all subcommittees will be appointed by the Council Chair.

**Section 1.  Additional Standing Committees/Special Committees**

Additional standing committees and special committees will be established as deemed necessary by the Council. Appointment to these committees is open to any RWJMS staff council member.

**Article X. Meetings**

**Section 1.  General Staff Meeting Schedule**

The Council will conduct a general staff meeting of all employees at least once a quarter (March, June, September, December) at a time and place determined by members of the Council. The secretary will publish notice of these meetings one month in advance.

**Section 2.  Staff Council Meeting Schedule and Notification**

The Council will meet once a month at a time and place determined by members of the Council.  The secretary will notify council members of the time and location of all council meetings.  Such notification should be by written/email correspondence at least seven days in advance of the meeting and should include a tentative agenda and absentee ballots, as needed.

The order of business will include, but need not be limited to, the following items:  call to order, determination of members present, disposition of minutes of previous Council meeting, Chair’s report, reports of standing subcommittees, unfinished business, new business, and adjournment.  Any RWJMS employee may present a written suggestion for Council consideration to one or more members of the Council.  If the Council determines the proposal is one of merit, a recommendation will be formulated and communicated to the Dean.  The individual(s) initiating the proposal will be notified of the Council’s action.

**Section 3.  Executive Session**

Only Council members, as well as others designated by the Council membership, will be present.

**Section 4.  Voting**

Voting on motions and issues brought before the Council will be by voice or show of hands unless a roll call or vote by secret ballot is requested by a voting member (roll-call votes will be recorded in the minutes of the meeting).  A simple majority vote of the quorum present and voting will decide a question, unless otherwise provided in the Bylaws.  In the case of a tie vote, a tie is not considered a majority; therefore, the item does not pass and will be voted on again at the next council meeting. If there is still a tie, the vote will go to the Dean for deciding vote.

**Section 5: Confidentiality**

All matters discussed at executive session and subcommittee meetings are to be kept confidential until approved by the Chair and/or Dean to be made public knowledge. If a council member is found to be violating this confidentiality clause, they can be voted to be immediately removed from the council or to continue their term at the next executive session.

**Article IX. Parliamentary Authority**

*Robert’s Rules of Order*may be invoked by the Chair as needed.  The Chair has the discretion to conduct meetings in a less formal manner.

**Article X. Adoption of Bylaws**

These amended Bylaws were adopted based on an affirmative vote by a majority of the Council and became effective on the

**Article XI. Amendments to the Bylaws**

Amendments to the Bylaws may be initiated in two ways:

* through a petition signed by 65% percent of the RWJMS council, or
* through action originated by the Council and approved by a majority of Council members.

Proposed amendments will be distributed to all RWJMS council members at least four weeks prior to the Council vote on the amendment.  A two-thirds vote of the Council will be required for action.

The Bylaws of The Rutgers Robert Wood Johnson Medical School Staff Council are hereby adopted on June 25, 2018.