UNIVERSITY OF WISCONSIN-MILWAUKEE

UNIVERSITY STAFF COMMITTEE

BYLAWS

Effective July 1, 2020

ARTICLE I PURPOSE AND RESPONSIBILITIES

The University Staff Committee (USC) serves all university staff by serving as the Executive Committee of the Senate of the University Staff.

ARTICLE II: MEMBERSHIP

The University Staff Committee (USC) will consist of 9) members elected by all of the University Staff. Three each in the Proportional Distribution Categories (PDC) will serve staggered three-year terms*. One additional ex-officio (non-voting) member will serve from the Secretary of the University's office to support the University Staff Committee.

OFFICERS

Chair: The chair of the University Staff Committee will also serve as chair of the University Staff Senate. The Chair calls meetings of USC and presides over the meetings, coordinates activities, and attends meetings with the Chancellor. The Chair, with the advice and consent of the USC, makes all final decisions on appointments to campus committees as requested by the Chancellor or a designee.

Vice-Chair: The Vice-Chair of the University Staff Committee also serves as Vice-Chair of the University Staff Senate. The Vice Chair serves as Acting Chair and performs all of those duties when the Chair is absent.

Immediate Past Chair: Assists in preparing and mentoring new officers on current and past issues, acts as advisor to the Committee and Officers, and performs other duties as assigned by the Committee. The Immediate Past Chair (IPC) will retain a vote if his/her term on USC is not completed. If it is, the IPC will serve as a nonvoting member.

a. Terms of Service
    All officers shall serve single-year terms.

b. Election
   The 15 USC members who have been elected or appointed to serve for the following year shall elect new officers at the June USC meeting. A newly elected member must be present to be nominated for an office. Outgoing members can nominate but do not vote. In order to be elected to serve as Chair, the individual must have been a member for at least one year prior to that election and cannot have served more than two years previous.

c. Resignation
   If an officer resigns their elected position, they may retain their membership in the council. Their position will be filled by a special election held at the next USC meeting.

ARTICLE III: MEETINGS

Scheduling: Regular meetings of committee will be held on a bi-weekly basis. The Chair of the Committee or designee will report to the University Staff Senate on the committee's activities. An annual written report is required of the committee to be submitted by the Chair to the University Staff Senate at its June meeting.

Attendance: Each member is expected to attend at least 50% of the regularly scheduled meetings. The committee will ask the University Staff Committee to replace any member who misses more than half of the consecutive meetings in a semester.

Leave of Absence: If a member knows he/she will not be able to attend meetings for a period of time, he/she may request a leave of absence from these assigned responsibilities. Leaves may be requested for up to one calendar year. The Chair of the University Staff Committee will appoint an eligible University Staff member, after consultation with the Nominations Committee, from the appropriate proportional distribution category to serve on the committee during the absence. Replacement members will have full voting rights and privileges. Members requesting a leave longer than one year are encouraged to resign from the committee.

ARTICLE IV. CHANGING THE BYLAWS

The bylaws may be changed by submitting changes to the Codification Committee for review and an affirmative vote of two-thirds of the Senate. The bylaws shall be reviewed at least annually by the committee and revised as necessary.

*Those who win elections with highest votes will be elected to University Staff Committee. If they are unable to serve for whatever reason the next candidate in their proportional distribution category will be asked to serve. Elections results are available upon request.