

UNIVERSITY OF WISCONSIN-MILWAUKEE

UNIVERSITY STAFF AWARDS COMMITTEE

BYLAWS

ARTICLE I PURPOSE AND RESPONSIBILITIES

The University Staff Awards Committee serves all university staff to screen nominees and select the candidates recommended for any University Staff Award.

ARTICLE II: MEMBERSHIP

The Committee is a 7 - member body proportionally representing all University Staff at the University. 2 Members are elected in staggered three-year terms from each of the proportional distribution categories and one member at large.

ARTICLE III: MEETINGS

Scheduling: Regular meetings of committee will be held to review award procedures, criteria and nominations annually. The committee prepares the call for nominations, reviews all submissions and then submits their recommendations to the Chancellor's office and Secretary of University's office along with supporting documentation. The (Chair or Co-Chairs) of the Committee or designee will report to the University Staff Committee and 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. The bylaws shall be reviewed at least annually by the committee and revised as necessary.

Revised 7/23/2021