

UNIVERSITY STAFF CODIFICATION COMMITTEE

BYLAWS

ARTICLE I: PURPOSE AND RESPONSIBILITIES

The University Staff Codification Committee, formerly the Bylaws Committee, serves all university staff by reviewing bylaws of the University Staff Senate, University Staff Committee (formerly University Staff Council the executive committee of the Senate) and all Standing Committees of the University Staff Senate. In addition, they will review all policies and procedures—before they go to the University Staff Senate for final approval.

ARTICLE II: MEMBERSHIP

The Committee is an 8-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. One member will serve in an ex-officio (non-voting) capacity as support to the committee from the Secretary of the University's office.

ARTICLE III: MEETINGS

Scheduling: Meetings of committee will be decided by the committee. 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 to the University Staff Senate at its June meeting.

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

Leave of Absence: If a member will not be able to attend meetings for a period of time, a leave of absence may be requested 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 shall be reviewed at least annually by the committee and revised as necessary.

The bylaws may be changed by submitting changes to the Codification Committee for review and approval.

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