

# **The Constitution of Staff Council of Carnegie Mellon University**

## **Article I: Name**

Section 1. The name of this organization is Staff Council of Carnegie Mellon University.

## **Article II: Purpose and Responsibility**

Section 1. The chief purpose of Staff Council is to examine matters related to all staff, and to formulate recommendations to the University Administration. Staff Council may also consider any other topic relevant to the interests or welfare of the University, and will respond a

## **Article III: Eligibility**

Section 1. All persons holding full or part time staff appointments at Carnegie Mellon and who are not represented by the faculty organizat



Section 2. Representatives are to be nominated and elected from the eligible members of the staff, with eligibility to be verified by the Elections Committee. The process of obtaining nominations is coordinated, during the 2nd quarter of the current calendar year by the Elections Committee under the supervision of the Vice Chair.

A) In the case of a Satellite Campus, the Chair will appoint a member of the staff from that campus to serve as a representative on Staff Council for a 2 year term. Said representative will have the same rights and privileges as an elected member, but will be exempt from Article V, Section 10, regarding attendance at meetings.

Section 3. The election of representatives is by secret ballot and is conducted by the Elections Committee under the supervision of the Vice Chair. Write-in votes for qualified individuals are permitted.

Section 4. Alternates are those members who have been nominated to a seat on Staff Council but have failed to receive the requisite number of votes to be a representative. As such, they do not hold voting privileges but may attend the monthly meetings.

Section 5. Should a vacancy occur before the completion of a Representative's term, the remainder of the unexpired term is filled by an Alternate Member of Staff Council. The new member is selected by the Chair and Vice Chair based on the number of votes received as well as their attendance at Staff Council meetings.

A) In the event that a representative from a campus unit transfers to a different unit, said representative will step down as a unit representative, but will continue to serve on Staff Council as an at large member until the next general election.

D). Any member who is dismissed under the provisions of this article for two consecutive years shall be ineligible to serve on Staff Council for a single two year term.

Section 11. Any member of Staff Council may be dismissed from Council for: neglect of duty, or any action deemed detrimental to Staff Council, to include any false, malicious, or frivolous charges brought forward under this section. Said dismissal will be in accord with the following procedures.

A) Any member of Staff Council may initiate dismissal proceedings at a General Staff Council meeting by showing due cause for such an action and with a majority vote of those present being necessary to proceed further, at which time the member in question will be notified that dismissal proceedings have been initiated and that they will be temporarily suspended pending a review.

B) A hearing will be held at the next available Staff Council meeting with the charges being presented and the opportunity for the accused to provide a defense, after which a vote will be taken with a 2/3's vote of those present being necessary for dismissal from Staff Council.

## **Article VI: Meetings of Staff Council**

Section 1. Staff Council will hold a minimum of 10 monthly meetings during the calendar year. Meetings are normally open to all, although only elected members of Staff Council may propose resolutions and only elected members of Staff Council may vote. Twenty elected members of Staff Council shall constitute a quorum.

Section 2. Additional meetings of Staff Council may be called by the Chair if requested by the President of the University or in writing by a minimum of twenty members of Staff Council.

Section 3. Should both the Chair and Vice Chair be unable to preside at a meeting of Staff Council, the Past Chair will serve in their place. If the Past Chair is unavailable, the meeting will be presided over by the Treasurer, and if they are unavailable, it will fall to t 1 30:24 tt 1 305 (evres)- (en)- (f) 39 )-(u)1 (f) (no)n3 (be)16)3 (of)-2( )3 (th)-2(e)18)3 (of)1 (fi)-

Section 2. The Executive Committee manages and executes the business of Staff Council. This includes, but is not limited to, approving the agenda for meetings, advising the Chair in making appointments to University committees, and monitoring the activities of Staff Council Committees. The Executive Committee includes, the officers of the Staff Council, the Chairs or Co-Chairs of Standing Committees, the Parliamentarian, the Archivist, and the Webmaster.

A) The Executive Committee shall meet prior to the monthly Staff Council meeting.

B) Should both the Chair and Vice Chair be unavailable to conduct a meeting of the Executive Committee, the Chair may appoint a member of the Executive Committee to do so. If no such appointment is made, the members of the Executive Committee may appoint one of their members to conduct the meeting.

C) A majority of the Executive Committee members is required for the Committee to conduct business.

D) Only the officers of Staff Council and one member of each standing committee shall have voting rights on matters concerning Executive Committee business. Representatives must be elected staff council members and present at the Executive Committee meeting in order to vote.

Section 3. The Elections Committee is headed by the Vice Chair and is responsible for conducting all elections in accordance with the Constitution of Staff Council.

Section 4. Standing Committees are those established by the

## **Article IX: Amendments**

This Constitution shall become effective on January 1, 2002.

Final Draft: October 2001

Amended July 17, 2003

Amended June 17, 2004

Amended March 17, 2005

Amended June 15, 2006

Amended October 18, 2006

Amended February 15, 2007

Amended March 20, 2008

Amended November 20, 2008

Amended May 2, 2009

Amended July 16, 2009

Amended April 15, 2010

Amended July 15, 2010

Amended February 21, 2011

Amended March 18, 2011

Amended January 16, 2014

Amended October 17, 2019

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Presented By the Constitution/By-Laws Committee

Established: Sept 1999

**Chair:**

Allan Becer **Members:** Beth Borrasso

Debbie Cavlovich Tracy Farbacher Debbie Gerhardt Patty Mackiewicz Jay Marano

Denise Murrin-Macey