# Georgia Tech
# Staff Council
# Bylaws

Updated as of 10/23/2024

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# 1 Organization

## 1.1 NAME

1.1.1 The organization shall be known as Georgia Tech Staff Council. The term "Council" shall refer to the Georgia Tech Staff Council, unless otherwise specified.

## 1.2 PURPOSE AND MISSION

1.2.1 The Council will act on behalf of staff and serve as the representative body of the staff population about matters of Institutional importance. The Council exists to serve as an advisory body to the Institute's executive leadership team and President's Cabinet to ensure the well-being of staff and directly support the Institute's strategic plan and priorities. The Council will communicate between all divisions of the Institute to inform staff members of matters that affect staff and elevate questions and/or concerns. The Council will strive to engage and involve the staff community in Institute decision-making processes. The Council will recognize and showcase the overarching contributions of the staff community. The Council is responsible for communicating staff perspectives to Institute leadership regularly. The Council will actively participate in Institute committees and task forces, as well as support Institute events, initiatives, and functions. The Council will partner with Faculty Senate and Student Government Association on matters that impact the broader Georgia Tech community including students, faculty, and staff. The Council will also actively participate in the activities of the University System of Georgia Staff Council.

1.2.2 The mission of the Council is to:

1.2.2.1 Engage: Build a collaborative environment where staff can develop, grow, and participate in the GT community.

1.2.2.2 Advocate: Be the voice of the staff by bridging the gap between executive leadership and staff.

1.2.2.3 Inform: Become the avenue in which staff receive information concerning Institute priorities and initiatives.

## 1.3 OPERATIONS

1.3.1 The Council's operations and elected terms shall align with the fiscal year of University System of Georgia and Georgia Tech from July 1 through June 30.

## 1.4 INSTITUTIONAL SUPPORT

1.4.1 A representative from the President's Cabinet will serve as the Staff Council executive sponsor. The designee shall be determined at the discretion of the President, typically the Executive Vice President for Administration and Finance and/or Chief Human Resources Officer. The executive sponsor will serve as an advisor to the Council's elected officers and members to support the goals, priorities, and initiatives of the Council as well as the Institute. The executive sponsor will

attend Staff Council meetings, participate in Council activities and events, and serve as a liaison between the President's cabinet and the Council. The executive sponsor will also advocate for the value of the Council to division and people leaders. The Executive sponsor will be a non-voting member of the Council and ex-officio member of the executive committee.

1.4.2 The Council's requests for Institute resources must be submitted via Georgia Tech Human Resources on an annual basis in accordance with the Institute's budget request process timeline. The budget will be reviewed, requested, and allocated at the discretion of the executive sponsor in partnership with the Council's chair, the Council's treasurer, and the director of finance in Georgia Tech Human Resources. Ad hoc requests that exceed the allocated budget amount must be submitted through the executive sponsor for consideration to advance to the Executive Vice President for Administration and Finance and/or Chief Financial Officer.

1.4.3 The Council is expected to schedule routine engagements with the Institute's executive leadership team to provide a briefing on the Council's priorities and Institutional support requests. The frequency of the engagements shall be at the discretion of the President, typically quarterly or bi-annually.

# 2 Membership

## 2.1 MEMBERSHIP COMPOSITION

2.1.1 The Council will be comprised of elected members, elected officers, committee chairs, at-large members, and committee members.

## 2.2 ELECTED MEMBERS

2.2.1 Composition

2.2.1.1 The Council's elected members are staff who serve as elected representatives of the four divisions/executive groups at the Institute, which include Academic Affairs, Administration & Finance, President, and Research.

2.2.1.2 The number of elected member seats is determined based upon the total number of active full-time, benefits eligible staff as of January 1 of each year. Consequently, the number of elected seats may change at the beginning of each fiscal year, effective July 1, based upon the census conducted each calendar year.

2.2.1.3 One elected member seat is designated per 200 full-time, benefits-eligible staff in each division/executive group. If the number of seats is a decimal, it should be rounded up to result in a full person, equivalent to one elected member seat.

2.2.2 Nomination and Election

2.2.2.1 An elections committee will be responsible for planning and implementing the election process for the Council. The elections committee should include the Vice Chair, Parliamentarian, Communications Committee Chair, and other appointed elected members at the discretion of the Chair. The elections committee is expected

to partner with Georgia Tech Human Resources, Office of Information Technology, and Institute Communications representatives to fulfill their responsibilities.

2.2.2.2 The elections committee is expected to create annual elections guidelines and elections timeline, which must be presented at a general meeting and approved with a quorum vote by all elected members prior to publishing to the Institute community.

2.2.2.3 Open nominations for elected officers, vacant and newly established elected seats, committee chairs, and committee members are conducted each spring semester. The election activities typically occur between January and April of each year.

2.2.2.4 An open call for voluntary resignation should occur to current elected members in January of each year. Voluntary resignations allow the elections committee to properly advertise the number of seats available to the campus community during the nomination committee, including: (1) newly established seats based upon the census, (2) vacant seats from departing members whose term concludes, and (3) voluntary resignations from elected members who no longer wish to serve.

2.2.2.5 The annual nominations and elections process for elected members is open to all full-time, benefits-eligible staff members to participate.

2.2.2.6 Any full-time or part-time staff member may nominate an eligible staff member or self-nominate for an open position on the Council, subject to eligibility, including current members of the Council.

2.2.2.7 The following criteria applies to seeking nomination for elected membership of the Council:

A. Must be an active Georgia Tech staff member

B. Must be employed at Georgia Tech for at least one year (12 consecutive months) prior to the nomination application deadline

C. Must commit to a three-year term

D. Must be self-nominated or nominated by a colleague

E. Must discuss membership eligibility and service/time commitment with supervisor

F. Must work in a unit that reports to one of the Institute's four divisions/executive groups (Academic Affairs, Administration & Finance, President, Research) with a vacant Staff Council representative seat

G. Must be full-time or part-time staff member, working at least 20 hours per week

H. Must not be classified as one of the following: academic faculty; executive leadership (vice president or above); senior leadership (executive director or above); affiliate organizations (e.g., Alumni Association, Georgia Tech Foundation); research faculty; retiree; or student. These classifications may neither nominate a candidate nor vote in the elections process. Exclusions and/or ineligibility for membership should be determined in consultation with the executive sponsor and

voted upon by the executive committee.

2.2.2.8 The following shall apply as standard campaign regulations; however, additional regulations may be determined by the elections committee and published in the annual election guidelines:

A. Candidates shall submit a candidate biography with the nomination for election. The candidate biography shall be published on the election website.

B. The Council shall promote the election process by electronic and non-electronic media, which shall include information about all eligible candidates.

C. Candidates may not hang posters, fliers, or other printed materials promoting their candidacy to the staff at-large.

D. Candidates may not utilize any Institute email listserv for campaign purposes.

E. Candidates may not advertise in any Georgia Tech departmental newsletters or on Georgia Tech or personal social media platforms for staff council elections or nominations.

F. Members of the current council shall remain impartial during the election process and shall not campaign for or against any candidate.

2.2.2.9 Votes should be casted on an anonymous, secure ballot, typically through an electronic system, only allowing one vote per eligible staff employee. Each full-time and part-time staff member shall be entitled to one vote per open seat on the ballot, regardless of the voter's Institute division/executive group.

2.2.2.10 Candidates for vacant seats shall be listed on the ballot according to Institute division/executive group.

2.2.2.11 Members of the current Council are eligible to submit nominations for elected members and vote in the elections process.

2.2.2.12 The candidate(s) within an Institute division/executive group who receives the largest number of votes shall be elected to the Council. Should multiple open seats exist within one Institute division/executive group, the open seats shall be filled with the candidate receiving the next largest number of votes. This process shall continue until all open seats are filled within that Institute division/executive group. In the event of a tie, the candidates who are tied for the remaining seats will be contacted to confirm their interest. If all candidates agree to continue, the current council shall vote to appoint the remaining seats in each Institute division/executive group.

2.2.3 Term

2.2.3.1 The term of elected membership is three consecutive years.

2.2.3.2 Terms begin on July 1 and end on June 30.

2.2.3.3 Elected terms shall be ideally staggered to allow for retention of Institutional and historical knowledge of the Council.

2.2.3.4 After serving as an elected member for two consecutive terms, equating to six years, members must wait 12 months before they are eligible to seek re-election.

2.2.4 Expectations

2.2.4.1 Ensure that constituents in the Institute division/executive group are aware that they serve as their representative. Identify mechanisms to hear concerns, share information, receive suggestions, and communicate on behalf of the Council.

2.2.4.2 Meet with Institute division/executive group leadership to share priorities of the Council, leverage partnerships, and identify mechanisms to improve culture, climate, and well-being of staff.

2.2.5 Responsibilities

2.2.5.1 Serve as a voting member of the Council.

2.2.5.2 Serve a minimum of 5 hours per month to fulfill Council responsibilities and engage in Council activities.

A. These hours shall be determined by the Executive Leadership of Staff Council.

2.2.5.3 Report Council effort on the elected member participation tracker in a timely fashion each month.

2.2.5.4 Serve on one or more of the standing committees.

2.2.5.5 Attend and actively participate in monthly general meeting and standing committee meeting.

2.2.5.6 Serve and engage in other activities and/or initiatives that support the mission of the Council.

2.2.5.7 Adhere to the Council's attendance policy.

2.2.6 Vacancies

2.2.6.1 A vacancy shall be defined as an elected member seat that is vacated because an elected member was not found in the elections process, an elected member is expelled from the Council, or an elected member resigns from the Council or Institute.

2.2.6.2 If an elected member vacates their position before the conclusion of his/her/their elected term, the executive committee shall invite an employee who obtained the next highest vote count within the Institute division/executive group during the most recent election. The Parliamentarian, as chair of the elections committee, shall be responsible for facilitating this administrative process. The invited employee will be

appointed to serve through the remainder of the three-year term of the elected member who vacated the position. Every effort must be exhausted to fill the vacancy within the Institute division/executive group.

2.2.6.3 If it is not possible to identify a replacement from the most recent election from the Institute division/executive group, the executive committee may deliberate and vote to propose appointing an at-large member to fill the vacancy until the next elections process. The at-large member should work in a unit that reports to the Institute division/executive group.

2.2.6.4 The vacancy should be filled no later than two general council meetings after the vacated elected member seat.

2.2.6.5 If an elected member transfers positions to another Institute division/executive group during the elected Council term, the elected member will be administratively transferred to the new Institute division/executive group during the next normal elections process. Consequently, the elected member seat from the previous Institute division/executive group will be advertised as a vacancy in the next normal elections process.

2.2.6.6 If a member is deemed disqualified to serve as a Staff Council member, the executive committee should pursue filling the position based upon the votes from previous election. If there are no candidates to represent the appropriate division, the Council will consult the division executive leader, or his/her delegate, to advertise the vacant position for a one-year term.

2.2.7 Removal from Council

2.2.7.1 An elected member can be removed for non-performance of Council duties and/or breach of duties as a University employee. Possible causes of expulsion for representatives will include, but not be limited to: abuse of the powers of the Council, real or implied, to further personal causes; lack of attendance; failure to consistently report on activities of the Council; and unavailability of the elected member to constituents.

2.2.7.2 The Vice Chair will facilitate the process and notify the elected member of the outcome.

2.2.7.3 The executive committee will review each case for removal. At least two-thirds (2/3) vote by the executive committee determines if the elected member is removed from the position.

## 2.3 ELECTED OFFICERS

2.3.1 Composition

2.3.1.1 The elected officers of the Council shall consist of Chair, Vice Chair, Secretary,

Treasurer, and Parliamentarian.

2.3.1.2 The elected officers shall serve as members of the executive committee, which is responsible for providing leadership for the Council.

2.3.2 Nomination and Election

2.3.2.1 The Parliamentarian is responsible for facilitating the elected officer nomination process for the following fiscal year, ensuring adherence to elections procedures and conducting the elections process. If the Parliamentarian position is vacated, these responsibilities shall be fulfilled by the Vice Chair.

2.3.2.2 Elected officers must be an active elected member of the Council with at least one year of service on Staff Council either as an elected member or committee member, except for the Chair position.

2.3.2.3 Nominations for elected officers should be requested and accepted immediately following the conclusion of the annual general election for newly elected members. Self-nominations and nominations of peer elected members are acceptable. Elected members may seek election or accept nominations for more than one elected officer position.

2.3.2.4 Elected officer elections should occur no later than the April general meeting to provide adequate time to transition prior to assuming office on July 1.

2.3.2.5 A quorum of eligible elected members is required to conduct the elections for elected officer positions. Absentee votes are not permissible and will not be counted.

2.3.2.6 Votes should be casted on an anonymous, secure ballot, typically through an electronic system.

2.3.2.7 The candidates receiving the most votes shall be deemed an elected officer for the next fiscal year.

2.3.3 Term

2.3.3.1 Elected officers shall be elected to serve a one-year term within their eligible term as an elected Council member. Elected terms align with the fiscal year of the Institute, beginning on July 1 and ending on June 30.

2.3.3.2 Elected officers may serve no more than two consecutive one-year terms in the same officer position.

2.3.3.3 An elected officer may not serve in more than one elected officer position at a time.

2.3.3.4 If the Chair is unable to fulfill the elected term, the Vice Chair will assume the vacant Chair position for the remainder of the elected term. The Vice Chair must immediately vacate the Vice Chair position, and a special election must be conducted to fill the Vice Chair position.

2.3.3.5 If the Vice Chair, Secretary, Treasurer, or Parliamentarian is unable to fulfill the elected term, a special election will be held to fill the vacant elected officer position for the remainder of the elected term. All elected members are eligible to participate in the special election, which must be conducted at a general meeting. A 2/3 vote of eligible elected members is required to fill vacant elected officer positions.

2.3.4 Expectations

2.3.4.1 The executive committee shall by chaired by the Chair and convene at the discretion of the Chair at least once a month. Decisions and voting of the executive committee should occur by group consensus, requiring at least two-thirds (2/3) vote for quorum.

2.3.4.2 The executive committee will be responsible for the following:

A. Provide comprehensive oversight and leadership to the Council at large

B. Serve as liaisons to the Institute's executive leadership team and President's Cabinet

C. Consider all matters that impact staff presented by the Chair and executive sponsor

D. Set the priorities, expectations, goals, and budget for fiscal year

E. Prepare the agenda for each general meeting

F. Periodically review the purpose, effectiveness, and membership of each standing committee

G. Recommend special, ad-hoc committees as deemed necessary or appropriate

H. Respond to general inquiries from staff to the Council

I. Resolve matters related to elected members

2.3.4.3 Elected officers are required to commit a minimum of seven (7) hours per month to fulfill the duties assigned to their appointed role.

2.3.4.4 All records and documents pertaining to Council business must be retained in accordance to the University System of Georgia records retention schedule and properly stored in Georgia Tech Staff Council's Microsoft Teams channel.

2.3.4.5 Elected officers are expected to fulfill the duties outlined in section 2.3.5 as well as other duties as assigned by the Chair and/or executive sponsor.

2.3.5 Responsibilities

2.3.5.1 Chair

A. Preside at all meetings of the Council.

B. Lead and provide direction to the executive committee and Council at large.

C. Define Council goals, priorities, and strategic objectives in alignment with Institute strategic plan.

D. Coordinate the development of meeting agendas in consultation with the Vice Chair and Secretary.

E. Serve as staff spokesperson and primary liaison for Institutional matters, particularly with the Institute's executive leadership team.

F. Refer matters submitted to the Council's attention to the appropriate Institute official or Council committee.

G. Represent the interests of staff on Institute committees or appoint staff members as deemed necessary or appropriate.

H. Establish a partnership with elected leaders of the Faculty Senate and Student Government Association. Serve as an ex-officio member of Faculty Senate Executive Board.

I. Act as Treasurer in his/her/their absence.

2.3.5.2 Vice Chair

A. Manage internal operations of the Council including serving as the committee assignment manager and primary liaison to committee chairs.

B. Ensure ongoing, active participation of Council members and ensure monthly completion of the elected member participation tracker.

C. Support the vision of the Chair, lead special initiatives, and facilitate the implementation of planning of Council's strategic goals.

D. Coordinate the disciplinary action of elected and/or committee members as necessary.

E. Serve as a secondary delegate on behalf of the Chair at Council and Institute initiatives and events.

F. Serve as Chair elect with expectation to serve as the Council's Chair in the fiscal year immediately following term as Vice Chair.

G. Oversee the annual election process for vacant elected member positions in partnership with the Parliamentarian.

H. Act as Chair in his/her/their absence.

2.3.5.3 Secretary

A. Schedule Council meetings, events, and initiatives.

B. Maintain the Council's calendar of events and track progress on initiative timelines in coordination with the leadership team.

C. Create meeting agendas in coordination with the Chair and Vice Chair and publish meeting agendas on Council website and Microsoft Teams.

D. Create meeting minutes and publish meeting minutes on Council website and Microsoft Teams.

E. Track and report meeting, event, and engagement attendance.

F. Coordinate meeting and event logistics including room reservations, catering orders, etc.

G. Maintain inventory of general materials, supplies, and promotional items. Coordinate procurement of general materials, supplies, and promotional items with vendors in partnership with the Treasurer.

H. Provide administrative support to members of the executive committee including monitoring the Council's email account.

I. Act as Vice Chair in his/her/their absence.

2.3.5.4 Treasurer

A. Oversee the financial affairs of the Council ensuring accountability and responsible stewardship of financial resources.

B. Conduct monthly reconciliation and provide a monthly report to the executive committee and Council at large in each general meeting including sources, uses, pending expenditures, etc.

C. Develop an expenditure approval process ensuring all purchases are approved by the Chair. Process quotes and invoices for payment.

D. Collaborate with finance office in Georgia Tech Human Resources for financial processing and budget management.

E. Partner with the Chair and Vice Chair, as well as other members of the Council's leadership team, to submit annual budget request for following fiscal year.

F. Act as Parliamentarian in his/her/their absence.

2.3.5.5 Parliamentarian

A. Oversee the enforcement of the Council's bylaws.

B. Ensure adherence to Roberts Rules of Order parliamentary procedure in

meetings, particularly for voting matters. Coordinate with the Secretary to validate vote counts that are documented in meeting minutes prior to publishing.

C. Facilitate the annual review and update of the Council's bylaws.

D. Serve as the chair of the elections committee including outlining the elections timeline, publishing the annual elections guidelines, and facilitating annual election process in partnership with the Vice Chair.

E. Serve as timekeeper to maximize efficiency of meeting times.

F. Act as Secretary in his/her/their absence.

2.3.5.6 Succession Planning

A. If the elected term of the chair elect expires, the incumbent will be automatically reappointed as an elected member for a one-year term for the year while serving as Chair.

B. If the vice chair is uninterested or unable to serve as chair in the following year, he/she should notify the executive committee no later than January 15. Thereafter, the elections committee will include the Chair position in the normal internal process for the Council's executive leadership positions. Nominations will be accepted with preference for a current member of the executive committee to serve as the chair elect.

## 2.4 COMMITTEE MEMBERS

2.4.1 The Council shall have authority to maintain standing and special committees as deemed necessary by the Council or Council Chair. The Council may assign topics for committees to review and investigate. Each committee shall report on the disposition of each topic referred to by the Council. Unless otherwise specified, each committee shall be empowered to investigate topics within its area of responsibility for report to the Council.

2.4.2 The five standing committees of the Council shall consist of: Campus Physical Environment Committee, Communication Committee, Compensation and Benefits Committee, Employee Engagement Committee, and Employee Health and Well-being Committee.

2.4.2.1 The Campus Physical Environment Committee shall work to provide staff with a voice and knowledge in areas of concern with the campus physical environment. The committee shall focus on topics that may include but are not limited to considerations that Georgia Tech is a multi-campus Institute; accessibility to campus; security and safety of the campus environment; transportation and parking needs to and from each campus and around campus; consideration that Georgia Tech campuses operate on a 24-hour/7 day a week schedule; sustainability for each campus to reduce the carbon footprint.

2.4.2.2 The Communications Committee shall work to promote the activities of the Staff

Council and its standing committees; maintain the staff council web page; contribute to ongoing communications initiatives of the council to help insure transparent, timely and relevant communication to target audiences; work regularly with the other standing committees to facilitate consistency and professionalism of communication efforts originating from those groups; engage with the Georgia Tech Human Resources, Institute Communications and other appropriate units to publicize council initiatives, achievements and other relevant information to the Georgia Tech Staff at large.

2.4.2.3 The Compensation and Benefits Committee shall be a voice for advocating issues relevant to GT employees. The Compensation and Benefits Committee will partner, collaborate, and engage with Georgia Tech Human Resources to represent the interests of staff employees and work with organizations, such as the Faculty Benefits Committee to achieve a favorable outcome relevant to compensation and benefits.

2.4.2.4 The Employee Engagement committee shall work to address topics specific to the employee experience at Georgia Tech including staff retention efforts, recognition, diversity, fair treatment, and employee engagement in ways that reinforce Institute values and fit within the Institute's mission.

2.4.2.5 The Employee Health and Well-being committee shall work to inspire, encourage, and support employees in the pursuit of their chosen work/life balance, community service endeavors, and health and wellness objectives; provide recommendations for resources for support and assistance; and give employees a confidential forum to express their concerns and ideas about the state of health and well-being for staff at Georgia Tech.

2.4.3 A special or ad-hoc committee may be created to perform a specific task and is dissolved when the task is completed, and the final report is given. The membership should not create a special committee charged within the designated function of a standing committee.

2.4.4 Budgetary and financial implications shall be included in all reports to the Council, approved by the Chair, and facilitated by the Treasurer.

2.4.5 Nomination and Election

2.4.5.1 The following criteria applies to seeking nomination for committee membership of the Council:

I. Must be an active Georgia Tech staff member

J. Must be employed at Georgia Tech for at least six months by the nomination application deadline

K. Must commit to a one-year term

L. Must be self-nominated or nominated by a colleague

M. Must discuss membership eligibility and service/time commitment with supervisor

N. Must be full-time or part-time staff member, working at least 20 hours per week

O. Must not be classified as one of the following: academic faculty; executive leadership; senior leadership; affiliate organizations (Alumni Association, Georgia Tech Foundation, etc.); research faculty; retiree; or student. These classifications may neither nominate a candidate nor vote in the elections process.

2.4.5.2 A rolling application will be available on the Council's website for committee membership. However, an Institute-wide call for committee applications will be included in each of the Council's annual elections process.

2.4.5.3 Each standing or special committee shall consist of a chair and a number of participants as deemed by the Chair. There shall be no limit to the number of committee members for each standing committee.

2.4.5.4 Elected members and committee members will have the opportunity to submit preferences for committee assignments during the normal elections process. Typically, committee preferences will be submitted as a ranked order list within the elections process and rolling committee application.

2.4.5.5 Committee assignments will be determined by the Vice Chair.

2.4.5.6 Committee chairs must be an active elected member of the Council with a least one year of service on Staff Council either as an elected member or committee member.

2.4.5.7 At the discretion of the Chair, the Council may appoint committee co-chairs to support committee chairs with responsibilities. Implementation of committee co-chairs should be determined for either all standing committees or not applicable to any standing committee.

2.4.5.8 Nominations for committee chairs should be requested and accepted immediately following the conclusion of the annual general election for newly elected members. Self-nominations and nominations of peer elected members are acceptable. Elected members may seek election or accept nominations for more than one elected officer position.

2.4.5.9 Elections for committee chairs should occur no later than the April general meeting to provide adequate time to transition prior to assuming office on July 1.

2.4.5.10 A quorum of eligible elected members is required to conduct the elections for committee chair positions. Absentee votes are not permissible and will not be counted.

2.4.5.11 Votes should be casted on an anonymous, secure ballot, typically through an electronic system.

2.4.5.12 The candidates receiving the most votes shall be deemed a committee chair for the next fiscal year.

2.4.6 Term

2.4.6.1 Committee chairs shall be elected to serve a one-year term within their eligible term as an elected Council member. Elected terms align with the fiscal year of the Institute, beginning on July 1 and ending on June 30. Committee chairs may serve up to two consecutive years. Reappointment is possible after a year gap of committee chair leadership, when applicable.

2.4.6.2 An elected member may not serve in a committee chair position and an elected officer position at the same time.

2.4.6.3 If a committee chair is unable to fulfill the elected term, a special election will be held to fill the vacant committee chair position for the remainder of the elected term. All elected members are eligible to participate in the special election, which must be conducted at a general meeting. At least two-thirds (2/3) vote of eligible elected members is required to fill vacant elected officer positions.

2.4.7 Expectations

2.4.7.1 Attend regular staff council meetings.

2.4.7.2 Contribute to discussions, offer insights, and collaborate with other members on various initiatives.

2.4.7.3 Vote on matters of importance that affect staff or institutional policies.

2.4.8 Responsibilities

2.4.8.1 Responsibilities include develop committee goals, report to executive committee monthly; report to general meeting monthly; attending council meetings, providing input on policies, participating in committees, and collaborating with university leadership to ensure staff needs are considered. Members help organize events, support professional development, and promote a positive, inclusive work environment. Members also communicate regularly with staff to share updates and gather feedback, fostering transparency and staff engagement.

## 2.5 AT-LARGE MEMBERS

2.5.1 The executive committee may propose appointment of at-large members to complement the elected members to ensure diverse and inclusive staff representation from across the Institute.

2.5.2 At-large member nominations must be presented to the elected members and receive a vote of a quorum from elected members.

2.5.3 At-large members will serve for the remainder of the fiscal year when appointed.

2.5.4 At-large members are non-voting members of the Council, but invited to actively participate in Council activities, engagements, and/or discussions.

## 2.6 EX-OFFICIO MEMBERS

2.6.1 The previously elected Chair, or another individual appointed by the executive committee, will serve as an ex-officio member. Members who transition to executive or senior leadership

positions may convert to ex-officio members. The term of the ex-officio position is one-year.

2.6.2 Ex-officio members may be Institute partners, Institute committee/working group leaders, etc.

2.6.3 The ex-officio member shall serve as an advisory/mentor to the leadership team including executive committee and committee chairs. Duties this position could perform but not limited to include:

- Attend the different committee meetings.
- Provide guidance/direction when requested/needed.
- Serve as mentor to new executive committee and/or committee chairs.
- Serve as interim for committee chair vacancy.
- Lead ad-hoc committees when identified.

# 3 General Procedures

## 3.1 MEETINGS

3.1.1 General meetings of the Council shall occur at least once per month with the recurring schedule determined by a vote of the Council. Agendas and email announcements must be published at least two business days prior to the meeting. General meetings should be advertised and open for all members of the Institute committee to attend. The order of business at general meetings of the Council shall be as follows:

I. Call to Order
II. Roll Call
III. Adoption of Previous Meetings Minutes
IV. Officer Reports
V. Committee Reports
VI. Unfinished Business
VII. New Business
VIII. Adjournment

3.1.2 Executive committee meetings, consisting of the elected officers of the Council, shall occur at least once per month with the schedule determined by a vote of the executive committee.

3.1.3 Leadership meetings, consisting of the elected officers and committee chairs, may be requested by the Chair or Vice Chair on an ad-hoc or recurring basis throughout the elected term.

3.1.4 Committee meetings, consisting of committee chairs and committee members, shall occur at least once per month with the schedule determined by a vote of the committee members.

3.1.5 A transition meeting/retreat should occur after the election decisions are announced and prior to the first general meeting of the new term, which should consist of new, outgoing, and departing elected members.

3.1.6 A new member orientation should occur before the first general meeting of the new term.

3.1.7 A staff forum or town hall meeting may be held annually, which all staff members of the Institute will be invited and encouraged to attend. The Institute's executive leadership team will be invited as panelists. The purpose of the forum will be to share common interests and concerns, to pose questions, and to provide the Institute's executive leadership team an opportunity to share information with staff. The purpose of the forum will not be to voice matters which should be handled through normal Council procedures.

3.1.8 Special meetings of the Council may be called by the Institute President, Council Executive Sponsor, Council Chair or the Vice Chair in the absence of the Chair. Special meetings may also be requested by elected members via written petition, signed by ten or more elected members, addressed to the Council Chair.

## 3.2 VISITORS

3.2.1 All staff members of the Institute may attend general meetings of the Council. Visitors may not participate in discussion or voting procedures.

3.2.2 Presentations at general meetings must be approved by the Chair and added to the meeting agenda in advance.

3.2.3 Visitors will be acknowledged and given the opportunity to address the council at the end of each general meeting.

3.2.4 Nonmembers are welcome to attend all Staff Council meetings. Nonmembers who wish to address the Council will request permission to do so from the Staff Council Executive Committee prior to the meeting or from the presiding officer during the meeting. Any Staff Council member may move that a nonmember be allowed to speak.

## 3.3 VOTING

3.3.1 At least two-thirds (2/3) of the voting members of the Staff Council will constitute a quorum. The Council may not conduct a vote if a quorum is not met or is not sustained.

3.3.2 Each member of the Council is entitled to one (1) vote. Voting shall be conducted during meetings of the Council whenever possible. In special circumstances, as stipulated and agreed upon by the Council, votes may be casted electronically via an anonymous ballot.

3.3.3 The Chair shall not vote except in the case of a tie.

3.3.4 Votes must be included in published meeting minutes.

## 3.4 ATTENDANCE

### 3.4.1 Elected Members

3.4.1.1 Each elected member must not exceed 25% absences of general meetings and committee meetings in a fiscal year. If an elected member reaches 25% absences within a fiscal year, the Vice Chair will contact the elected member for a meeting regarding an evaluation of absences.

3.4.1.2 Committee chairs have the right to report elected member absences from committee meetings to the executive committee.

3.4.1.3 Each elected member exceeding 25% absences may undergo evaluation of membership by the executive committee.

3.4.1.4 If an elected member is unable to satisfy the attendance requirement due to a leave of absence, the executive committee shall determine if a replacement member will be explored in accordance to the vacancy procedures of the bylaws.

3.4.1.5 Each elected member has the potential to be dismissed upon evaluation by the executive committee resulting from violation of the attendance requirement. Upon dismissal, each elected member shall be allowed the opportunity to appeal to the executive sponsor and all elected members.

3.4.1.6 An elected member who is unable to attend a meeting shall be noted as absent. Proxies are not allowed.

### 3.4.2 Committee Members

3.4.2.1 Each committee member must not exceed 25% absences of committee meetings in a fiscal year. If a committee member reaches 25% absences within a fiscal year, the Committee Chair will contact the committee member for a meeting regarding an evaluation of absences.

3.4.2.2 Committee chairs have the right to report elected member absences from committee meetings to the executive committee.

3.4.2.3 Each committee member exceeding 25% absences may undergo evaluation of membership by the executive committee.

3.4.2.4 Committee chairs have the authority and discretion to decide how to handle attendance within their committees. Only the committee chair shall determine if particular cases within their committees will warrant an exception to the committee member attendance policy.

3.4.2.5 Each committee member has the potential to be dismissed upon evaluation by the executive committee resulting from violation of the attendance requirement. Upon dismissal, each elected member shall be allowed the opportunity to appeal to the executive sponsor and all elected members.

3.4.2.6 A committee member who is unable to attend a meeting shall be noted as absent. Proxies are not allowed.

## 3.5 BUDGET

3.5.1 Council funding is considered by the Institute on an annual basis in accordance with the fiscal year budget request process. Council funding requests should be submitted via Georgia Tech Human Resources.

3.5.2 The Council is expected to be responsible stewards of Institute resources in accordance with the allowable cost matrix for all expenditures and ensuring that resources are deployed to benefit the greater good and well-being of the staff community.

3.5.3 The Council's annual budget request should be developed by the executive committee and voted upon by the elected members prior to submission for Institute consideration. The budget shall be representative of all Staff Council programs, events, and allocations for the fiscal year.

3.5.4 Each expenditure from the Staff Council budget should be approved by the Chair and processed by the Treasurer.

3.5.5 The Treasurer is responsible for providing a monthly report to the Council regarding budgetary matters.

# 4 Amendments

4.1 The Council shall have authority to amend its bylaws providing that such amendments be approved by a quorum of elected members, constituting of a two-thirds vote.

4.2 Proposed amendments will be initially reviewed by the Parliamentarian. A draft document will be presented to the executive committee for review prior to the elected members in a general meeting.

4.3 Once the amendment(s) receive approval by the executive committee, it must be presented in writing to the voting members of the Council for review at least 7 calendar days prior to the presentation to the Council.

4.4 Amendments shall be presented to the Council in writing and automatically tabled until the next consecutive meeting of the Council. During the next meeting, the Council shall have an opportunity to discuss the proposed amendments followed by a vote.

4.5 The Parliamentarian will conduct an annual review of the Council's bylaws, which include policy and procedure. An ad-hoc committee may be appointed at the discretion of the Chair to assist the Parliamentarian.

4.6 Editorial changes in grammar or spelling, necessary for clarification of the text only and which do not alter the intention of the text, can be made after a review by the executive committee without

having to be voted on by the Council. However, all editorial changes must be announced to the Council at its next general meeting.

| Date | Author | Revision Notes |
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| 1/20/2016 | Leslie Hall | At 1/19/2016 meeting, the council voted unanimously to change to meeting frequency to once a month. Change made to paragraph 5.2.1. |
| 12/13/2017 | Leslie Hall | At 12/6/2017 planning meeting, the following changes were approved.<br>• Section 2.5 – Text changes<br>• Section 4.1.2 – Text changes<br>• Section 4.1.3 – New<br>• Section 4.6 – New<br>• Section 5.3 - New |
| 12/6/2018 | Candice Bovian | At 5/15/2018 meeting, the council voted to update the Staff Council member attendance policy. The following changes were approved.<br>• Section 5.2.6 Removed Absences/Proxies and replaced with a new Staff Council Attendance Policy. |
| 12/6/2018 | Candice Bovian | At 11/20/2018 meeting, the council voted to add a new Committee Member attendance policy.<br>The following changes were approved.<br>• Section 4.5.4 – Added new Committee Member attendance policy. |
| 6/17/2021 | Jonathan Etress, Candice Bovian | Bylaws Overhaul, revisions, and updates |
| 12/31/2023<br><br>7/1/2024 | Will Jimerson, Trish Sisk | A comprehensive benchmarking assessment of bylaws from peer, aspirational, and USG peers was conducted to re-evaluate the Council's governance.<br><br>2023 elected members and executive committee voted to extend their service an additional 6 months to June 30, 2024 in order to implement an alignment of the Council's operational calendar and elections cycle with the Institute's fiscal year calendar.<br><br>As a result of Georgia Tech's continued growth, evolution, and expansion, Staff Council will implement the following bylaw revisions effective July 1, 2024 at the beginning of fiscal year 2025:<br>• Transition the operational cycle and elected terms from calendar year (January 1-December 31) to fiscal year (July 1-June 30), aligning with the University System of Georgia<br>• Reconfigure terms of active Staff Council members in academic year 2023-2024 / fiscal year 2024 to align with the new election cycle and extend elected terms to June 30 (end of the fiscal year) of the applicable end of their |

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| | | initial elected appointment<br>• Transition to representative model, appointing staff to serve as elected representatives of the four executive groups at the Institute, which include **Academic Affairs**, **Administration & Finance**, **President**, and **Research**<br>• Determine the number of elected member seats based upon total number of active full-time, benefits eligible staff as of January 1 each year<br>• Designate 1 elected member seat per 200 full-time, benefits-eligible staff in each executive group<br>• Conduct open nominations for officers, vacant and newly established elected seats, and committee members in each spring semester<br>• Continue an open elections process whereby all full-time, benefits eligible staff members and part-time staff members are eligible to vote for elected members<br>• Allow executive committee to appoint at-large members, complementing the elected membership to ensure diverse and inclusive staff representation from across the Institute |