

The University of Texas at Austin Staff Council Bylaws

I. NAME

The name of this organization shall be The University of Texas at Austin Staff Council, hereafter referred to as the UTSC.

II. OBJECTIVE

A. **Mission.** The UTSC promotes a positive, collaborative work environment via assessment, prioritization and communication of staff needs.

B. **Staff.** This term denotes all non-probationary classified, administrative and professional workers below the level of Director who are appointed half-time or more.

C. **Goals.** The UTSC must:

1. Provide a forum to present interests, concerns and issues affecting staff;
2. Pose advisory recommendations to UT leaders as a representative advocate;
3. Select nominees for UT standing committees.

III. MEMBERSHIP

A. **Composition and Demographics** - With the exception of three At-Large representatives, representatives will be nominated and elected from local districts. The University has been divided into approximately seventy (70) districts. Each districts contains approximately one hundred (100) staff members and will have one representative elected to the UTSC. See Appendix A.

B. **Attendance** - Regular attendance is expected. If a member misses three (3) unexcused (defined as absent without prior notice to the Secretary) consecutive meetings, the Chair will suggest that the member withdraw. [A representative who misses four (4) meetings within twelve (12) consecutive months will automatically have his/her name listed on the Executive Committee agenda for discussion of removal. The Executive Committee shall notify the incumbent and inquire as to the representative's intentions.

If a fifth absence occurs, it will be assumed that the incumbent has vacated the seat. Within three (3) weeks of the fifth absence, a written appeal for reinstatement outlining the extenuating circumstances can be made to the Executive Committee. Prior to the next UTSC meeting, the Executive Committee will inform the representative of its decision regarding reinstatement or replacement by the first alternate (runner-up).

Should the representative wish to vacate the seat, the person receiving the second highest number of votes (alternate runner-up) in that respective district will assume the seat, per Article IV, Section A.]

C. UTSC representatives will also receive two (2) additional work hours per month for Council-related activities.

Sentences enclosed in brackets were added by amendment and approved by majority vote of the UTSC on September 19, 2002.

D. Terms of Office - A full term shall be two years. No representative shall serve more than two full consecutive terms. A representative who serves two full consecutive terms shall thereafter wait a minimum of twelve months before running for election to the UTSC again.

E. Resignation - Any member wishing to resign from the UTSC shall submit his/her resignation in writing to the UTSC Chair.

F. Non-Voting Members - The immediate past Chair of the UTSC serves as advisor to the current Chair and is an ex officio, non-voting member of the Executive Committee.

G. Duties - After election, a letter will be sent to the elected representative and to the appropriate supervisor(s) and will communicate responsibilities and use of work time for UTSC meetings and Council-related duties. Members are expected to attend all meetings and participate in the business of the UTSC. Members shall serve on committees of the UTSC and may be chosen as chair or vice-chair of those committees. Members shall be available to their constituents. They shall be willing to hear concerns, to receive information and suggestions, and to communicate these effectively to the UTSC. Members must keep their constituents informed of the work of the UTSC and matters that the administration communicates to the UTSC.

IV. BECOMING A UTSC REPRESENTATIVE

A. Notification of Vacancy to Constituents - Whether elected or appointed, no one shall become a representative of any UT district unless all reasonable means to alert all constituents in that district of the vacancy have been exhausted.

B. University-Wide Elections - The annual election of UTSC representatives for districts in which current representatives' terms expire shall occur in April.

1. Nominating Privileges. All UT staff within a district shall have the right to nominate a district employee (subject to IV.B.2. below) to run for election as a UTSC representative. Staff members may nominate themselves.
2. Eligibility to Stand for Election. All UT staff who have worked for a minimum of six months shall have the right to run in the annual election.
3. Voting Privileges. All UT staff within a district shall have the right to vote for their representative.
4. Voting Procedure. Voting for district representatives shall occur by secret ballot. UT Human Resource Services shall tally the vote count and transfer the full count for all candidates to the Executive Committee in a sealed envelope.
5. Certification of Results. The Executive Committee shall meet in special session to open that sealed envelope and certify the results of the elections.

6. **Announcement of Results.** The Executive Committee shall announce the election results and call for runoffs in districts where no candidate has won a plurality.

7. **Transfer of Representation.** The closing gavel of the May general session shall mark the:

- a. End of outbound representatives' terms.
- b. Beginning of terms for:
 - i. Newly elected representatives.
 - ii. Incumbent representatives who have been re-elected.

C. Mid-term Vacancies. No vacant representative's seat shall be filled unless every effort as described in IV.A. above has been made to alert all constituents in the district where a vacancy occurs of that vacancy.

1. The Nominations and Elections Committee shall:
 - a. Convey notification of the vacancy to all constituents in the district.
 - b. Solicit eligible volunteers to stand for election as a representative.
 - i. If multiple volunteers stand, the Nominations and Elections Committee shall conduct a special election in the district.
 - ii. If only one volunteer stands despite notification to all constituents in the district, the Nominations and Elections Committee shall appoint that volunteer as an interim representative.
2. The Nominations and Elections Committee shall further report all of its efforts to fill mid-term vacancies to the Executive Committee.
3. The UTSC Chair shall announce the names of new interim representatives in the next general session.

D. Ensuring Fair Elections - Subject to the oversight of the Executive Committee and the Council as a whole, it shall be the express responsibility of the Nominations and Elections Committee to ensure adherence to all provisions herein.

E. Election of UTSC Officers - The Council's Executive Officers shall be elected with the assistance of the Nominations and Elections Committee as described in Section VIII.F.5.

F. At-Large Positions - Three At-Large representatives shall assist in serving under-represented districts.

1. Applications from eligible staff members shall be solicited by standard means of communication.
2. The Executive Committee, in conjunction with the Committee on Committees, shall select from eligible applicants three At-Large Representatives.
3. Appointments of At-Large representatives shall be confirmed by the Staff Council as a whole.
4. The term of the At-Large Representative will start upon confirmation by Staff Council and end after:
 - a. one full term (see glossary, from date of confirmation); or
 - b. being elected as the representative for his/her district.
5. Vacancies that occur during the term of an At-Large representative shall be filled as they occur.

6. At-Large Representatives shall be governed by Section IIID (terms of office).
7. At-Large Representatives will not be eligible to serve as UTSC officers.

V. GENERAL SESSIONS

A. Frequency, Scheduling, Venue and Publication.

1. The Council shall meet in open session at least monthly.
2. The next meeting's time and place shall be announced at each meeting; reminders shall follow.
3. Rarely (during severe weather or another emergency) the Chair shall have the right to postpone a meeting.
 - a. The Executive Committee shall determine whether to cancel or re-schedule a postponed meeting.
 - b. Reasonable effort to announce the time and place shall precede a re-scheduled meeting.
4. Extraordinary circumstances may warrant a special meeting to consider closely related emergent topic(s).
 - a. The Executive Committee shall:
 - i. Determine if a special meeting is indicated.
 - ii. Call and schedule a special meeting.
 - iii. Establish a special limited agenda.
 - b. Reasonable effort to announce the subject(s), time and place shall precede a special meeting.

B. Duration. Except for a special meeting, general sessions shall be slated for ninety minutes from the opening gavel.

1. The presiding official shall make all due effort to help the Council complete its agenda within those ninety minutes.
2. Meetings may adjourn early; however, all representatives shall expect to attend for the entire ninety minutes.

C. Agenda. The Executive Committee shall set the agenda for each meeting as outlined in Section VII.

1. The agenda shall be communicated in advance to all representatives.
2. To ensure adequate time for normal business, care and forethought shall precede inviting any guest speaker(s).
 - a. Speaker(s) shall not exceed a designated interval.
 - b. This limitation may be waived for a special guest.

D. Procedure. Except when a specific provision of Robert's Rules of Order (Tenth Edition, Newly Revised) conflicts with the Bylaws, parliamentary procedure as delineated in the Tenth Edition shall govern the conduct of meetings.

E. Quorum. The Council shall have a quorum when one-half the current representatives are in attendance.

F. Order of Business.

1. Call to order.
2. Chair's report, to include:
 - a. General announcements.
 - b. Welcome and/or introduction of guests.
3. Vice-chair's report.
4. Certification of quorum.
5. Approval of minutes from previous meeting.
6. Presentation by any invited guest(s).
7. Unfinished business from previous meeting.
8. Committee reports. Most substantive work transpires within committees.

Therefore:

- a. Even if a committee is ready neither to present a detailed report nor to offer a motion for vote, all committees with unresolved issues shall attend Council meetings prepared to deliver a brief summary of the committee's progress to date.
 - i. The person making such an update need not necessarily be the committee chair.
 - ii. The update shall be specific and concise.
 - b. No committee shall elect not to pursue an issue assigned to that committee by the Council.
9. New business / miscellaneous.
 10. Adjournment.

G. Floor Privileges.

1. Only Council representatives shall have the right to:
 - a. Make motions.
 - b. Introduce resolutions, proposals or measures.
2. Persons who are not Council representatives may be recognized and granted permission to speak.

H. Voting.

1. Only current representatives shall have the right to vote:
 - a. On any motion before the Council.
 - b. For the Council's Executive Officers.
2. All business entailing a Council vote (except electing Executive Officers) shall occur openly (by voice, show of hands, rising or roll call, at the Chair's discretion).
3. No in absentia votes shall be valid.

I. Minutes. Records of Council meetings shall be available for perusal. A monthly summary of approved minutes shall be provided to all constituents.

VI. EXECUTIVE OFFICERS

A. Duty - Elected officers serve the entire Council, and therefore shall:

1. Fulfill directives adopted by the Council
2. Ensure adherence to the Council's Bylaws
3. Perform all responsibilities subject to the oversight of the Council as a whole

B. Titles and Purviews

1. **Chair.** As the chief executive officer and foremost administrative servant of the entire UTSC, the Chair shall:

- a. Report directly to the President of the University, to include:
 - i. Acting as the UTSC's main liaison to the Office of the President
 - ii. Referring resolutions to the President at the Council's behest
 - iii. Briefing the President on UTSC concerns
 - iv. Soliciting the President's advice and support for the Council
- b. Preside over UTSC general sessions and Executive Committee meetings
- c. Sit on all UTSC committees as a non-voting ex officio member
- d. Cast a tie-breaking vote in general session if necessary
- e. Hold primary media authority to issue public statements on behalf of the UTSC
 - i. At the Chair's discretion, the Vice-Chair shall have the right to speak on behalf of the Council.
 - ii. Representatives shall reserve the right to voice individual opinions but shall not speak on behalf of the Council
- f. Act as principal steering official of the Council to serve all constituents
- g. Enjoy considerable latitude in performing the above duties

2. **Vice-Chair.** As primary deputy to the Chair, the Vice-Chair shall

- a. Work closely with the Chair to assist in leading the Council
- b. Preside over UTSC general sessions
 1. In the absence of the Chair.
 2. At the Chair's request
- c. Hold secondary media authority as described in VI.B.1.e. above
- d. Help UTSC committees organize and make progress through:
 1. Accepting names of representatives who volunteer for committees and:
 - a. Working closely with the Committee on Committees to appoint committee rosters, doing so in accord with individual representatives' preferences when possible.
 - b. Distributing written rosters of all UTSC committees once those rosters are appointed.
 2. Monitoring the progress of all committees to ensure that committees:
 - a. Meet regularly
 - b. Fulfill their assigned tasks for the benefit of the UTSC
 - c. Calling special meetings of any committee in need of assistance in discharging its duties as described above

- 3. Recording Secretary.** As primary scribe for the Council in support of the Chair and Vice-Chair, the Recording Secretary shall:
- a. Compile accurate and impartial minutes of:
 1. UTSC general sessions
 2. Executive Committee meetings
 - b. Verify minutes of meetings for accuracy and completeness via comparison with an electronic recording when warranted or requested
 - c. Distribute minutes of the preceding general session to all UTSC representatives in a timely manner
 - d. Maintain a central archive of all:
 1. Minutes
 2. Electronic recordings of meetings
 3. Vital communications
 - e. Solicit help in performing all duties from assistant(s) as needed
 1. The appointment of an official Assistant Recording Secretary shall be approved by the Executive Committee.
 2. Perform all duties of the Recording Secretary in the absence of the Recording Secretary.
 - a. Support the Recording Secretary in his or her duties.
 - b. Perform all duties of the Recording Secretary in the absence of the Recording Secretary.
 - c. At least one Assistant to the Recording Secretary shall:
 - i. Be assigned as official Historian
 1. The Historian will have primary responsibility for ensuring UTSC archival records dating to the inception of UTSC through the beginning of the current Recorder Secretary's term are maintained and available for review.
 2. Work with the Recorder Secretary to ensure current term events are recorded and available for archival in the UTSC history.

C. Election - The Council shall elect officers with the assistance of the Nominations and Elections Committee as set forth in VIII.F.6.

D. Service Eligibility - Any UTSC representative who has served a minimum of one year as a representative shall have the right to become an executive officer if elected.

E. Nomination to Stand for Executive Office

- a. Eligibility to Nominate. Any UTSC representative shall have the right to nominate a fellow representative to stand for executive office.
- b. Nomination Date. Nominations for executive office shall occur annually during the May general session.
 1. This is the only date nominations shall be posed.
 2. A representative unable to attend the May general session shall have the right to nominate a fellow representative by proxy, either:

- a. In writing, or
- b. By arrangement with another representative, who shall pose that nomination by declaring that nomination in the name of the absent representative

F. Terms - Executive officers shall serve terms which expire at the closing gavel of each June general session following their election.

1. Ordinarily (as when they are elected in June of the previous year) a term shall last one year.
2. Incumbents shall have the right to stand for re-election provided that the:
 1. Incumbent's term as a district representative has not expired.
 2. Incumbent expresses a pledge to fulfill all obligations of the office.
3. The term of an interim officer elected under VI.G. below likewise expires at the closing gavel of the June session following their election.
4. Mid-term Change of Executive Officer Status - As described in VI.A. above, officers are bound by high standards and therefore must alert the Council of any factors affecting their eligibility to serve and/or their ability to perform their duties.
 1. Intra-University Transfer. For the sake of continuity, an officer who accepts University employment entailing relocation to a district from which they were not elected shall:
 1. Have the right to serve the balance of an elected term provided that the officer:
 1. Expresses renewed willingness to carry out all duties.
 2. Receives a two-thirds vote of confidence during a general session when a quorum is present.
 2. Retain voting privileges if endorsed as described in VI.G.1.a.ii. above.
 1. A transferring officer whose title follows that officer shall represent the Council at large
 2. The districts involved shall be represented by staff elected or appointed as described in IV.C.
 3. Special Vote of Confidence. The vote described in VI.G.1.ii. above shall be preceded by a discussion of the demonstrated performance and desirability of the officer's continuance.
 1. If the transferring officer is the Chair, upon announcement of such intra-university transfer before the Council in general session, the Chair shall relinquish the dais to the Vice-Chair, who shall:
 1. Open discussion as described in VI.F.1.b.i. above and
 2. Call for a vote once all concerned representatives have spoken.
 2. Otherwise the Chair shall perform the duty described above.
 4. Departure from UT. An officer who leaves employment at UT thereby resigns from the Council. This shall necessitate election of an interim officer as described in VI.H. below.

5. Inability or Failure to Serve. The Council shall retain the option to request the resignation of an officer who does not reliably discharge the responsibilities of office described in VI.A. and VI.B. above.

1. Ordinarily such a recommendation shall originate from the Executive Committee.

2. The recommendation to request an officer's resignation may be posed from the Council floor in general session.

3. A simple difference of opinion shall not be construed as either inability or failure to serve.

4. A two-thirds majority in a UTSC general session when a quorum is present shall be required to request an officer's resignation. If two thirds of those present vote to request an officer's resignation:

1. That office shall immediately be considered vacant.

2. The next order of business shall be election of an interim officer.

3. An officer requested to resign shall be ineligible to stand for interim re-election.

5. Replacement of an Officer. Election of an interim officer shall occur in a special vote during a general session.

1. Nomination. Any UTSC representative present shall have the right to nominate an interim officer.

2. Eligibility to Serve. Except as described in VI.3.d.iii. above, any UTSC representative who has served a minimum of one year shall be eligible to serve as an interim officer if elected.

3. Election. A simple majority shall be required to elect an interim officer.

VII. EXECUTIVE COMMITTEE

A. **Composition** - The Executive Committee shall consist of:

1. The Executive Officers;

2. The chairs of standing committees;

3. Non-voting ex officio member(s) such as previous Council Chair(s).

B. **Purpose** - The Executive Committee is the Council's primary organizer. Subject to oversight from the entire Council, for the mutual benefit of staff and management as well as the far-reaching improvement of the University, the Committee shall:

1. Set the agenda for Council general sessions;

2. Monitor and augment the progress of issues submitted to the Council and/or delegated to internal committees by the Council, in cooperation with the:

1. Vice-Chair;

2. Issues Committee;

3. Committee on Committees.

3. Recommend action to the Council

4. Develop plans of varying scope (both limited-range and long-term) to:
 1. Further all Council objectives;
 2. Help to foster:
 1. Bi-directional communication between staff and management;
 2. The free interchange of ideas in all University work units.
 3. Promote fairness in the workplace;
 4. Recognize outstanding contributions and performances;
 5. Increase the visibility and enhance the viability of the Council.
5. Assist to fill vacant:
 1. Representatives' seats, in cooperation with the Nominations and Elections Committee.
 2. Committee seats, in cooperation with the Committee on Committees.
6. Ensure adherence to the Bylaws.

C. Terms of Office - Executive Committee members serve as long as they faithfully discharge their duties and:

1. Hold a post as an Executive Officer or
2. Chair a standing committee.

D. Meetings

1. Frequency. The Executive Committee shall meet:
 1. At least monthly, enough in advance of the next Council general session to set and announce an agenda for that session;
 2. In special session as called by the Chair and/or three members.
2. Quorum. The Committee achieves quorum when half its members attend.
3. Invited Guests. As warranted, the Committee may invite selected Council representatives, non-affiliated experts and/or advisors to attend its meetings.
 1. Such guests serve strictly as consultants to provide special information and insight at the Committee's behest.
 2. These guests hold no voting rights on the Committee and may be requested to excuse themselves at any point.
4. Minutes. Records of the Committee's meetings shall be available for inspection.

VIII. UTSC STANDING COMMITTEES

A. Creation - The UTSC forms semi-permanent Standing Committees through amendment of the Bylaws.

B. Dissolution. Likewise, abolishment of a Standing Committee entails amendment of the Bylaws.

C. Rosters - Returning and newly elected representatives state preferences for committee assignments at the May and June general sessions; these written choices help the Committee on Committees (in cooperation with the returning or newly elected Vice-Chair) to draft rosters for re-forming committees.

1. Unlike other committees, the Committee on Committees forms anew after the July general session.
2. Incumbent committee members hold priority for seats on reforming committees.
3. The Council's first business item in July shall be to consider the proposed committee rosters.
4. Committees have broad latitude to add members after Council-wide endorsement of these rosters.

D. Chairs. Standing Committee Chairs shall:

1. Be elected within respective committees; chair only one committee; sit on only one Standing Committee.
 1. A Vice-Chair shall also be elected within a respective committee to assist the Chair with committee work, and may act on the Chair's behalf in case of absence.
 2. Serve entirely at their respective committees' pleasure.
 3. Organize committee work by:
 1. Scheduling meetings and alerting all committee members of the venue well in advance.
 2. Soliciting input from committee members for agenda items.
 3. Leading meetings democratically, striving for consensus while considering all members' views.
2. Ensure that minutes of meetings are reported to the UTSC Vice-Chair and Recorder/Secretary.
3. Serve on the Executive Committee.

E. Meeting and Voting. Standing Committees shall:

1. Meet regularly - preferably at least monthly.
2. Have a quorum when half of the members are present.
3. Freely exchange information and opinions via ancillary means, but only conduct votes in person.

F. Standing Committee Purviews. All UTSC committees exist and operate subject to the oversight and will of the Council as a whole.

1. **Benefits Committee.** This group serves to:
 1. Address issues involving health insurance benefits and coverage and retirement-related benefits, and
 2. Address issues concerning UT-Austin benefits other than insurance and retirement.
2. **Bylaws and Procedure.** This group serves:
 1. As a parliamentary advisor observing this hierarchy:
 1. The Bylaws; absent specific relevant provisions, next
 2. Robert's Rules of Order; absent specific relevant provisions, next
 3. Council precedent (if such precedent was intended to last, and not merely expedient); absent specific relevant precedent strictly as herein defined, next
 4. Common sense.

2. To refine and clarify the Bylaws pursuant to applicable sections of Robert's Rules of Order on direction from the UTSC as a whole or committee members' recognition of need.
3. **Committee on Committees.** This group serves:
 1. To select representatives of the classified staff to serve on University-wide panels, search committees, advisory boards and the like.
 2. With oversight from the Executive Committee and close cooperation from the Vice-Chair, to appoint rosters of UTSC representatives as members of internal committees.
4. **Communications.** This group serves to:
 1. Enable UTSC representatives to exchange opinions and information between general sessions.
 2. Help provide access to pertinent UTSC communications and information for all:
 1. UTSC representatives.
 2. constituents.
 3. Heighten the visibility and profile of the UTSC throughout the entire University community.
5. **Infrastructure and Parking.** This group serves:
 1. Address issues relating to campus facilities, their services and maintenance.
 2. Investigate staff concerns/complaints about parking and transportation.
6. **Issues.** This group serves to:
 1. Help UT staff submit concise issue proposals to the Council for consideration.
 2. Make a preliminary assessment of individual proposals, then recommend appropriate action.
 3. Report to the Council on each and every issue submitted.
 4. Provide committees relevant paperwork on referred issues.
 5. Maintain a current master record of all proposals and track the status of pending issues.
7. **Nominations and Elections.** This group serves to:
 1. Ensure fair and impartial elections for UTSC district representatives and Council officers through:
 1. Liaison with district contacts regarding imminent regular elections and emergent vacancies.
 2. Assisting and encouraging district contacts to spread word of district elections.
 3. Announcing to all representatives and district contacts:
 1. Nomination, voting and service eligibility.
 2. Nomination and voting procedures.
 3. Nomination, campaign and voting timeframes.
 4. Avoid any appearance of impropriety in Council officer elections by:
 1. Recusing committee members wishing to stand for election as Council officers upon nomination.

2. Selecting a panel of at least three vote-counters for the Council's officer elections who are:

1. Not Council representatives.
2. Endorsed by at least a two-thirds vote of the Council when a quorum is present.

8. **Resources.** This group serves to:

1. Acquaint new UTSC representatives with the operations of the Council.
2. Keep all members abreast of the full range of tools at their disposal to achieve Council goals.
3. Build alliances and enhance the Council's status (in cooperation with the Chair, Vice-Chair and Communications Committee) through liaison with the news media and other agencies.

9. **Workplace Environment.** This group serves to:

1. Address concerns for maintaining quality working conditions
2. Address issues of salaries, raises and other compensation
3. Address issues related to job codes and classification

IX. AD HOC COMMITTEES

A. Formation - Ad Hoc Committees of the UTSC will be appointed by the Executive Committee or UTSC as need arises. Ad Hoc Committees will elect a Chair. The time span of the Ad Hoc Committee will be determined by the matter under consideration and will be disbanded when the purpose has been served. The minimum number of members as well as length of service will be determined by the UTSC.

B. Ad Hoc Committee Responsibilities - Each Ad Hoc Committee shall accept the issue(s) assigned to it by the UTSC; work with the items in a responsible and timely manner; make progress reports on its activities to the UTSC; and submit a final report including recommendations regarding the issue(s) at the time of the established deadline.

C. Ad Hoc Committee Meetings - Ad Hoc Committee meetings are held as needed. Committee members are expected to attend all meetings. Absences are to be made known in advance to the Ad Hoc Committee Chair.

D. Ad Hoc Committee Special Meetings - A committee may enter into "executive session" at any time by a majority vote of the committee members. Committee executive sessions are conducted to consider specific motions. The session is limited to the consideration of the business for which the executive session was called.

E. Ad Hoc Committee Quorum - A simple majority of the Ad Hoc Committee membership shall constitute a quorum. A simple majority of the Ad Hoc Committee membership shall constitute a quorum. Simple majority consists of one-half of the voting membership plus one.

X. BUDGET

The UTSC budget shall be allocated by Human Resource Services at The University of Texas at Austin at the beginning of each fiscal year. Use of UTSC budget allocations will be discussed at UTSC meetings and approved by the UTSC Chair and Vice Chair.

XI. AMENDMENTS

Amendments to the UTSC Bylaws can be made at any scheduled meeting of the UTSC by a two-thirds majority of members present and voting at a meeting of the UTSC at which a quorum is present. Suggested amendments must be distributed in writing to the UTSC no later than three (3) weeks prior to the UTSC vote on the amendment.

XII. DISSOLUTION

A dissolution vote will be held within thirty (30) days of receipt of a petition signed by one-third of the staff employees of The University of Texas at Austin eligible to vote in UTSC elections. All eligible employees will be notified of the dissolution vote at least ten (10) days prior to the vote. If a two-thirds majority of those casting ballots vote for dissolution, the UTSC will be dissolved.

XIII. ADOPTION OF BYLAWS

The University of Texas at Austin Staff Council Bylaws were adopted based on an affirmative vote by a majority of the UTSC at a special called meeting on January 31, 2002 and became effective at the close of the meeting on January 31, 2002.

UNIVERSITY OF TEXAS AT AUSTIN STAFF COUNCIL BYLAWS GLOSSARY

Purpose: This Glossary is an explanatory reference to provide detail, defining the precise meaning and intent of complicated and/or problematic terms and phrases in the Bylaws. As a blueprint of the logic underlying the Bylaws, the Glossary is part and parcel of the Bylaws - therefore subject to adoption and amendment by the entire Council.

Method: Glossary entries appear numbered alphabetically in bold face, citing the date of the Council's ratification of each entry. All relevant terms are underlined in the Bylaws. Any and all Glossary entries quoted directly from other sources cite the source.

1. "Below the level of Director": The UTSC does not consider any employees at or above the rank of Director as staff. An employee's job code determines that employee's rank. The UTSC defines code 1000A employees not as staff, but as administrators; every classified worker below the level of code 1000A is considered staff. [Ratified by the Council in general session February 16, 2006]

2. "Full term": The result of a regular election. Even-numbered districts shall elect representatives in even-numbered years; odd-numbered districts shall elect representatives in odd-numbered years. Regardless of the interval between a special election to fill a vacant seat and the next regular election, provided a representative elected

in a special election continues to work in that same district, he or she may run for re-election in the next two consecutive regular elections. [April 20, 2006]

3. "Help UT staff submit concise issue proposals": The role of the Issues Committee is to assist staff, including Council representatives, in preparing proposals for submission to the Council. The Issues Committee may collaborate with the submitter(s) to ensure that issues have specific objectives and concise reasoning prior to submission to the entire staff council.