

**THE UNIVERSITY OF NORTH CAROLINA**  
**STAFF ASSEMBLY BYLAWS**  
(Revised 5/28/2020)

**I. MISSION**

The Staff Assembly of The University of North Carolina shall gather and exchange information on behalf of the staff of The University of North Carolina. The Assembly shall, through the appropriate channels, advise and communicate with officers of the University, and through these officers, the Board of Governors, on matters of importance to staff members in the University. The Assembly shall foster and nurture the establishment and growth of staff organizations of the constituent institutions of The University of North Carolina and of the System Office. The Staff Assembly will represent all permanent employees of the University except the faculty.

**II. MEMBERSHIP**

**A. Composition of the Assembly**

- i. Delegates.  
The Assembly will be composed of three representatives (hereafter called "delegates") of each of the constituent institutions and of General Administration of The University of North Carolina. The institutional staff organization that houses the chair of the UNC Staff Assembly shall have three voting delegates. Every delegate shall be a permanent staff member of the institution he or she represents.
- ii. Alternates
- iii. Other Participants
  - a. *Ex officio* members
  - b. Institutional Representatives

**B. Selection and Terms of Delegates and Alternates**

- i. Each institutional staff organization shall establish a method for selecting the three delegates from that institution. At least one delegate from each institution shall be the current chair of the institution's staff organization. Each staff organization may also select an alternate delegate.
- ii. Each institution will select one delegate by May 15th of each year for a three-year term by the method specified in the bylaws of the staff organization.
- iii. Terms of delegates shall begin on July 1st of each year and shall be staggered to assure continuity of representation. Assembly delegates shall serve through June 30th or until their successors are selected.
- iv. Each staff organization may also elect an alternate in accordance with the Bylaws of their staff organization.
- v. Terms of alternates shall begin on July 1<sup>st</sup> of each year and shall be for a period of one year.

## **UNC Staff Assembly Bylaws**

- vi. If a vacancy occurs, the institution may fill the vacancy for the remaining portion of the term in accordance with the staff organization's bylaws.
- vii. The immediate past Chair of the Assembly shall serve the Assembly as an ex-officio non-voting member of the Assembly.
- viii. The Secretary will be responsible for minutes of the meetings of the Staff Assembly. This position will be responsible for communication of Staff Assembly business to delegates and the University staff through appropriate means. This position will be appointed by the Executive Committee and will have the voting privileges allotted to delegates or alternates of the assembly.
- ix. The President of The University of North Carolina, or his/her designee, shall serve the Assembly as a non-voting ex-officio member.
- x. Ex-officio members do not count in determining a quorum.

### **C. Duties and Responsibilities of Delegates and Alternates**

- i. **Duties of Delegates**
  - It is the duty and responsibility of all delegates to facilitate communication between their campus organization and the UNC Staff Assembly. In addition, they must participate in Staff Assembly activities and attend meetings of the Assembly.
  - b. If any delegate is absent from more than two meetings without being formally excused or represented by a duly elected alternate, the delegate shall be removed by the Chair of the Staff Assembly after appropriate notification has been sent to the individual campus.
- ii. **Duties of Alternates**
  - a. Alternates must attend meetings in place of elected delegates who cannot attend.
  - b. Alternates have no voting rights except when representing an elected delegate. When not representing an elected delegate, alternates may attend meetings on their own time and not at the expense of the UNC Staff Assembly.
- iii. **Voting**
  - a. Each delegate is granted one vote.
  - b. The designated alternate of record may vote if voting in place of a delegate and is identified on the Assembly roll as such prior to the meeting when the vote will take place.
  - c. Executive Committee members may vote if they are a delegate for their institution or the designated alternate voting in place of a delegate.
  - d. For in person voting, delegates and acknowledged alternates attending are eligible to vote. For electronic voting, only delegates and acknowledged alternates registered by the established meeting deadline are eligible to vote.

## **III. MEETINGS OF THE ASSEMBLY**

### **A. Regular Meetings**

## UNC Staff Assembly Bylaws

- i. Regular meetings of the Assembly shall be conducted at least three times per fiscal year in accordance with a schedule published and distributed by July 1 to Assembly delegates by the Secretary.
- ii. Meetings may be conducted in person or through electronic means (i.e., video conference or teleconference).

### **B. Special Meetings**

- i. The Chair may call special meetings as needed.
- ii. Within five days of the receipt of a request signed by at least twelve delegates, the Chair shall be required to schedule a special meeting of the Assembly. This special meeting shall be conducted within ten (10) working days of the notice of the special meeting.
- iii. The Chair shall be required to convene a special meeting of the Assembly within ten (10) days of the receipt of a request for such a meeting signed by the President of The University of North Carolina.

### **C. Open Meetings Law**

Meetings of the Assembly shall be conducted in accordance with North Carolina's Open Meetings Law.

### **D. Quorum**

A Quorum shall consist of a majority (50% plus 1) of the total number of elected delegates.

## **IV. OFFICERS**

### **A. Definition and Responsibilities**

- i. **Chair**  
The Chair will be responsible for calling and conducting meetings of the Assembly and of the Executive Committee. The Chair shall represent the Assembly to University administration through the President to the Board of Governors. The Chair will appoint committee leadership and committee membership.
- ii. **Vice Chair**  
The Vice Chair shall conduct meetings in the absence of the Chair and shall represent the Assembly in the absence of the Chair. The Vice Chair shall also serve as the chair of the Chairs' Committee.
- iii. **Secretary**  
The Secretary will be responsible for minutes of the all full body and Executive Committee meetings. This position is responsible for official

## UNC Staff Assembly Bylaws

communication of the Executive Committee and full body minutes, announcements and other business of the full body and Executive Committee. The secretary will also communicate other official business via appropriate means.

iv. **Chair-Elect**

A Chair-Elect will be elected in the second year of the Chair's two-year term and shall have duties assigned by the Chair. The Chair-Elect shall assume the role of Chair at the first meeting of the Assembly's calendar year.

v. **Past Chair**

The Past Chair serves as an advisor to the Executive Committee and will serve as an ex officio, non-voting, member of the Assembly and Executive Committee. The term shall be for one year.

vi. **Technology Officer**

The Technology Officer shall manage all facets of technology for the Assembly. This includes preparation of electronic ballots/polls, dissemination of information via appropriate means (i.e. website, email, social media, etc.), and making technology recommendations to the Assembly.

vii. **Parliamentarian**

The Parliamentarian shall advise the Chair and delegates on all matters of parliamentary procedure to *Robert's Rules of Order Newly Revised* and ensure all meetings are conducted according to the bylaws and procedures.

### **B. Elections**

Officers of the Assembly, except the Chair, shall be elected by the delegates at the first regular fall meeting of each year. The Chair-Elect will assume the position of Chair upon the election of the other officers.

### **C. Terms of Office**

The officers, including the Chair, shall serve for two years from the date of election or until their successors are elected. The terms of the Vice Chair and Communications Officer shall be staggered. The terms of the four At-Large members will be staggered. No officer shall hold more than one office at a time.

### **D. Vacancies in Office**

If an office becomes vacant during the term, it shall be filled by appointment of the Executive Committee for the remainder of the term. If an office becomes temporarily vacant during the term, it shall be filled on an interim basis by appointment of the Executive Committee until the next election cycle, at which time it will be filled permanently if the elected officer is unable to return to his/her

## V. EXECUTIVE COMMITTEE

### A. Definition

The Executive Committee shall be composed of elected officers. The immediate past Chair shall serve as an ex-officio non-voting member of the Executive Committee and shall serve as a mentor for new members. The Assembly will also elect from the entire delegation four delegates to serve as At-Large Members of the Executive Committee. The President of the University, or the President's designee, the Associate Vice President for Human Resources and any other appropriate members of the staff at General Administration shall serve in an ex-officio non-voting capacity on the Executive Committee.

### B. Meetings of the Executive Committee

- i. The Executive Committee shall establish a regular meeting schedule.
- ii. The Executive Committee may meet in special session on the call of the Chair with a required notice of five (5) working days.
- iii. The Chair shall convene a meeting of the Executive Committee within ten (10) working days of the receipt of a request signed by a majority of the members of the Executive Committee.
- iv. The Chair shall convene a meeting of the Executive Committee upon the receipt of a request made by the President of the University.
- v. The Chair may call an emergency meeting of the Executive Committee in accordance with the provisions of GS 143-318.12(b)(3).

### C. Powers and Duties

The Executive Committee shall represent the Assembly in matters involving the Assembly and University policy; shall fix the hour and place of meetings; shall appoint special committees to study specific issues brought before it by delegates to the Assembly; shall make recommendations to the Assembly; and shall perform any other related duties. No actions of the Executive Committee shall conflict with actions approved by the Assembly.

## VI. OTHER COMMITTEES

### A. Standing Committees

The following shall be Standing Committees for the UNC Staff Assembly: Chairs' Committee and Executive Committee.

### B. Special Committees

The Chair, with approval from the Executive Committee, may assemble ad hoc

## **UNC Staff Assembly Bylaws**

committees to facilitate the work of the Assembly and has the authority to appoint its membership and committee leader.

### **VII. PROCEEDINGS OF ASSEMBLY AND COMMITTEES**

Rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the Assembly and its committees insofar as they are not inconsistent with these Bylaws or established rules of order that the Assembly may adopt.

### **VIII. AMENDMENTS TO BYLAWS**

#### **A. Proposal**

Any delegate to the UNC Staff Assembly may propose an amendment to the Bylaws. The proposal must be in writing and should be submitted to the Governance Committee.

#### **B. Prior Notice**

Proposed changes to the Bylaws must be submitted via email to all delegates prior to a scheduled vote.

#### **C. Adoption**

Amendments to the Bylaws of the UNC Staff Assembly shall become effective only upon approval by two-thirds (2/3) of the Assembly delegates present and voting at any regular meeting.