

**THE UNIVERSITY OF NORTH CAROLINA**  
**STAFF ASSEMBLY BYLAWS**  
(Revised 07/29/25)

**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 General Administration. 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 The University of North Carolina System Office. 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 they represent.
- ii. Alternates  
Each constituent institution may designate one alternate. This individual shall be a permanent staff member of the institution they represent.
- iii. Other Participants
  - 1. *Ex officio* members  
Ex-officio members are non-voting individuals who remain a member of the Assembly as designated by the Chair. Ex-officio members shall not be counted for quorum.

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

- i. Each institutional staff organization shall establish a method for selecting three delegates from that institution. One delegate from each institution shall be the current chair of the institution's staff organization. Each staff organization may also select one alternate delegate.
- ii. Each institution shall identify and report the names of their three delegates prior to the first Assembly meeting of the academic year (Fall).
- iii. Terms of delegates shall begin for the first Assembly meeting of the academic year (Fall) and outgoing delegates shall ensure the continuity of representation from their institution. Delegate terms follow the established timelines of their constituent institution and shall continue until their successors are appointed,

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- iv. Each staff organization may designate an alternate in accordance with the Bylaws of their staff organization.
- v. Terms of alternates shall begin for the first Assembly meeting of the academic year and outgoing alternates shall ensure the continuity of representation from their institution. Alternate terms follow the established timelines of their constituent institution and shall continue until their successors are appointed.
- vi. If a vacancy occurs, the institution shall fill the vacancy for the remaining portion of the term in accordance with the staff organization's bylaws.

### **C. Removal**

- i. Removal of Delegate
  - 1. The removal of a delegate may be considered for non-performance of Assembly duties or behavior unbecoming of an Assembly member.
  - 2. The request to remove a delegate shall be in writing to the Chair of the Assembly and include specific reasons for the request.
  - 3. Once the Executive Committee has received a request for the removal of a delegate, the Parliamentarian will contact the delegate in writing to notify them of the proposal, to include an explanation for the proposed removal. The delegate will have five (5) business days to respond in writing. Any submitted response will be reviewed by the Executive Committee and brought to a vote. Removal of a delegate requires a 2/3 majority vote of the Executive Committee.
  - 4. If a delegate is removed from the Staff Assembly, the Chair of the Assembly will contact the Chair of the home institution's staff organization (e.g., senate, council, etc.) in writing to notify them of this action. If the delegate removed is the Chair of their home institution, notification will be made to the System Office HR Representative to manage communication with the home institution as appropriate.
  - 5. If the delegate removed is the Chair of their home institution, a new delegate shall be appointed by the home institution for the remainder of the Chair's term.
  - 6. Removed delegates become ineligible to serve as a delegate, alternate, or officer of the Assembly in the future.

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

- i. Duties of Delegates
  - 1. It is the duty and responsibility of all delegates to facilitate communication between their campus organizations and the Assembly. It is expected that delegates will participate in Assembly meetings. Delegates who cannot attend a scheduled meeting shall ensure that an alternate may attend in their place.
- ii. Duties of Alternates
  - 1. Alternates may attend any meeting of the Assembly; however, expenses and times will not be covered by the Assembly unless the Alternate is serving as a substitute for a seated delegate.
  - 2. Alternates shall serve as members of committees of the

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Assembly.

- iii. Voting
  - 1. Each registered delegate is granted one vote.
  - 2. Delegates may authorize another delegate or alternate who is attending a meeting to vote as their proxy on all matters requiring a vote, except for the election of officers. Delegates who designate a proxy may direct how their proxy will vote on their behalf.
  - 3. Delegates who identify a proxy to attend meetings and vote in their absence must do so through the set registration process and deadline. Proxies may serve in place of up to two absent delegates from their own institution.
  - 4. Executive Committee members of the Staff Assembly shall not vote, nor serve as delegate, alternate, or proxy in sessions of the full body.
  - 5. A failure to vote by a Staff Assembly member who is present at a meeting, either in person or virtually, shall be recorded as an abstention.

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

#### **A. Regular Meetings**

- i. Regular meetings of the Assembly shall be conducted at least three times per year. These meetings shall take place in the Fall, Spring, and Summer.
- 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. The chair shall be required to schedule a special meeting within five days of the receipt of a request from no fewer than twelve (12) members of the Assembly or the President of the University of North Carolina. This special meeting shall be conducted within ten (10) working days of the notice of the special meeting.

#### **C. 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 shall be responsible for calling and presiding over meetings of the Assembly and the Executive Committee of the Assembly. The chair

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shall represent the Assembly to the University of North Carolina administration which may include the Board of Governors. The Chair will appoint committee leadership and may appointment committee membership.

**ii. Vice Chair**

The Vice Chair shall conduct Assembly meetings and represent the Assembly in the absence of the Chair. The Vice Chair shall serve as the chair of the Chairs' Committee.

**iii. Secretary**

The secretary shall record the minutes of all Assembly and Executive Committee meetings. The Secretary, in collaboration with the Technology Officer, is responsible for conducting roll calls at meetings, distributing official communication from the Executive Committee, and distribution of meeting agenda and minutes.

**iv. Chair-Elect**

Duties of the Chair-Elect are assigned by the Chair.

**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 the Assembly's digital footprint (e.g., electronic ballots/polls, website maintenance, social media). The Technology Officer, in collaboration with the Secretary, is responsible for conducting roll calls at meetings, distributing official communication from the Executive Committee, and distribution of meeting agendas and minutes.

**vii. Parliamentarian**

The Parliamentarian shall advise the Assembly 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. The Parliamentarian serves as the chair of the Governance Committee.

**viii. At-Large Delegates (4)**

The At-Large Delegates are elected representatives of the Assembly to serve on the executive committee and will serve as chairs of the committees convened annually for the Janet B. Royster Scholarship, Erskine Bowles Award, Thomas Ross Award, and Executive Officer Nominations.

## **B. Elections**

Elections to fill open officer positions shall take place annually at the first regular

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fall meeting of each year. No officer shall hold more than one office at a time.

### C. Terms of Elected Officers

- i. **Chair-Elect** – the Chair-Elect is elected at the beginning of the second year of the sitting Chair's term. The Chair-Elect serves in this role for one year prior to assuming the role of Chair and serving as such for two years. This is followed by a one-year ex-officio term as Past-Chair.
- ii. **Vice Chair** – the Vice Chair is elected in odd years and serves in the role for two years.
- iii. **Secretary** – the Secretary is elected in odd years and serves in the role for two years.
- iv. **Technology Officer** – the Technology Officer is elected in even years and serves in the role for two years.
- v. **Parliamentarian** – the Parliamentarian is elected in odd years and serves in the role for two years.
- vi. **At-Large Delegates** – two At-Large delegates are elected in odd years, and two At-Large delegates are elected in even years. The term of an At-Large delegate is two years.

### D. Vacancies in Office

- i. **Vacancy of Chair**
  1. In the event of a vacancy of the chair role, the Vice Chair will assume the position of the Chair for the remainder of the term.
- ii. **Vacancy of Other Elected Positions**
  1. In the event of a permanent vacancy (e.g., staff member separation, resignation from officer position), the position shall be filled for the remainder of the term through appointment by the Executive Committee.
  2. In the event of an interim leave (e.g., medical leave, sabbatical), the position may be filled on an interim basis through temporary appointment by the Executive Committee.
- iii. **Removal of Elected Officer**
  1. Elected officers may be removed from office by the Assembly for non-performance of Assembly duties or behavior unbecoming of an Assembly Member. Removal may occur one of two ways:
    - a. During a full body meeting: Properly made motion, seconded, and approved by 2/3 majority vote. If approved, the removal is effective immediately.

- b. Outside a Meeting: A written request is submitted to the chair or vice chair. Once the request has been submitted the chair or vice chair will notify the Officer of the proposal in writing, to include an explanation for the proposed removal. A special meeting will be called in which quorum is required, and a vote will occur requiring a 2/3 majority for action to be taken. If approved, the removal is effective immediately.
- c. If an Elected Officer is removed, notification will be made to the System Office HR Representative to manage communication with the home institution as appropriate.
- d. Impeached officers become ineligible to serve as delegate, alternate, or officer of the Assembly in the future.

## **V. EXECUTIVE COMMITTEE**

### **A. Definition**

The Executive Committee shall be composed of the sitting Chair, Vice Chair, Chair Elect, Secretary, Technology Officer, At-Large Delegates, and Parliamentarian. Additionally, the committee may include ex-officio members. The Executive Committee shall represent the Assembly in matters involving the Assembly and University policy; shall set the hour and place of the meetings; shall appoint ad-hoc committees and may recommendations to the Assembly. No actions of the Executive Committee shall conflict with actions approved by the Assembly.

### **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 by a majority of the members of the Executive Committee.
- iv. The Chair shall convene a meeting of the Executive Committee at the request of the President of the University.

## **VI. OTHER COMMITTEES**

### **A. Standing Committees**

The following shall be Standing Committees for the UNC Staff Assembly:

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Chairs' Committee, Erskine Bowles Award, Executive Committee, Governance Committee, Janet B. Royster Scholarship, Executive Officer Nominations Committee and the Thomas Ross Award.

### **B. Special Committees**

The Chair, with approval from the Executive Committee, may assemble ad hoc 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. Officer Elections will follow plurality voting. The Procedure Manual shall give details of the responsibilities, tasks and procedures of the Assembly's committees and is to be maintained by said committees.

## **VIII. AMENDMENTS TO BYLAWS**

### **A. Proposal**

Any delegate to the UNC Staff Assembly may propose an amendment to the Bylaws. The proposal shall be submitted as a resolution to the chair of the Governance Committee.

### **B. Prior Notice**

Proposed changes to the Bylaws must be submitted via email by the chair of the Governance Committee to all delegates no fewer than ten (10) business days 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 quorum at any scheduled meeting.