

# Rocky Mountain College Staff Council Bylaws

## Name

The name of this organization shall be the Rocky Mountain College Staff Council.

## Staff Council Mission Statement

The Staff Council of Rocky Mountain College exists to enhance communication within the College; encourage and facilitate professional development; provide a forum for discussion of matters pertinent and important to the staff of the College; educate other staff members about existing policies and procedures; and to advise and make recommendations about existing and proposed college policies and procedures.

## Objectives

- To act as liaison between all Rocky Mountain College staff (permanent and temporary) and the executive leadership of the College in all relevant matters;
- To keep open lines of communication with the executive leadership of the College;
- Encourage and facilitate professional development opportunities for staff;
- To facilitate communication among staff members;

## Composition of Council

Staff are encouraged to attend Staff Council meetings and are considered members of the voting body for matters requiring vote. There must be no fewer than 7 voting members present to conduct business that requires a vote. If less than 7 members in attendance the matter for voting consideration will be emailed to rocky staff to participate in an electronic vote.

## Staff Council Officers

New Staff Council Officers are elected/selected each year. This will consist of the Chair, Vice Chair, and Secretary.

Call for nominations by the current Chair will take place each April for the subsequent term (July 1 - June 30). Nominations will be confirmed with the respective nominee, and, if accepted, will be asked to provide biographical information to include on the voting ballot. Voting will be conducted electronically in May. All Staff are eligible to vote on the nominated members. Once the voting window has closed, votes will be tallied by the current Chair. New officers will be announced via campus wide email. Terms of service will be July 1 - June 30.

The Staff Council Officers will be responsible for planning or appointing a committee to plan campus activities, including professional development and informational meetings with campus

personnel.

## **Responsibilities of Officers**

### **Chair**

- Presides over all meetings of the Staff Council and Staff Council Officers.
- Appoints the Chairperson of all Staff Council standing and ad hoc committees and submits nominations for recommendation for College committees to the executive leadership.
- Represents the Staff Council at college, administrative, and other meetings, when appropriate.
- Represents the Staff Council at the Board of Trustees meetings.
- Serves as the liaison to meet a minimum of once each semester with the executive leadership of the College.
- Provides reports to the executive leadership on Staff Council issues, functions, and events (i.e. minutes, calendars, etc).
- Assures that council meetings are conducted according to the By-laws or Robert's Rules of Order in cases where procedures are not specified.

### **Vice Chair**

- Assumes the duties of the Staff Council Chair with full authority in the Staff Council Chair's absence.
- Serves as principal assistant to the Staff Council Chair and performs other such duties as associated with this office.
- Responsible for matters of public relations, including dissemination of information items as may be directed by vote of the Staff Council.
- Fulfills any term vacated by the Staff Council Chair.

If a budget is allocated to Staff Council the Vice Chair will additionally absorb the following:

- Is responsible for all monies received and disbursed in relation to Staff Council accounts with approval of the Staff Council or Staff Council Chair.
- Presents reports of the Staff Council's accounts at the monthly meetings as needed.
- Maintains records and reports of the Staff Council's budget.

### **Secretary**

- Serves as recording secretary for all regular and special meetings of the Staff Council.
- Publishes and distributes meeting agenda and minutes to all staff members via the Staff Council shared Google Drive and via email.
- Maintains an original file of all meeting agenda, minutes and handouts.
- Keeps official attendance records of all meetings.
- Reserves a room for all established Council meetings.

- Grants access to the shared Google Drive to new staff or any staff that request access.

## **Meetings**

The Staff Council will meet a minimum of once each month to plan activities, provide professional development, inform campus personnel, solicit recommendations when appropriate, and discuss matters of interest to the staff of Rocky Mountain College. The day and time of the meetings will be posted on the Staff Council website: <http://rocky.edu/faculty-staff/StaffCouncil.php> and on a document in the shared Google Drive.

Meetings and activities should occur on a consistent monthly schedule (i.e. the third Thursday of each month). These meetings are open to all staff members.

The Staff Council Officers will set a tentative agenda for the year at the beginning of the academic year, and provide this information to staff via the shared Google Drive and email. The agenda will outline any planned activities (professional development, informational meetings, etc).

## **Staff Development**

The Staff Council Officers will research, recruit and schedule opportunities for professional development for staff.

## **Bylaw Revisions**

Amendments to these Bylaws can be requested for consideration by any staff member either in person at a Staff Council meeting or via email to the Staff Council Officers. Staff Council Officers will review the request and present it for discussion and vote at the next scheduled meeting, subject to quorum. Should a quorum not be established at the next scheduled meeting, the amendment will be voted on at the first meeting at which quorum is present. The amendment will pass with a simple majority vote.

Reviewed & Revised: 4/24/2025 (changes voted on by RMC STAFF)