



2. Seats are distributed proportionally between Non-Exempt staff and Exempt staff across the council as a whole.
 3. One structural nonexempt will be designated for a Union represented staff member.
 4. The proportion of these seats is to be re-evaluated every election cycle to determine how many seats are allotted to each area and the current division of FLSA status.
 5. At-Large seats allow for increased diversity on the Staff Council and to amplify voices of under-represented groups on campus.
- B. The Council may add ex-officio members if needed. Ex-officio members will attend Council meetings as needed but do not vote in Council decisions.



- a. The written appeal must include a detailed explanation, which will be distributed to all Council members for review.
 - b. The appeal will be voted on by the entire Council and tabulated by the Leadership Team.
 - c. A two-thirds majority vote of the entire membership will be necessary for reinstatement. The Council member subject to removal will not vote.
 - d. A Council member removed from the Staff Council, will be replaced as described in Article IX of the Bylaws.
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- A. The first group of elected SUSC members will self-select so that half of them have one-year terms and the other half have two-year terms, allowing for continuity among the body.
 - B. Starting with the second election, all SUSC terms will be two years, including At-Large seats. This is to allow any SUSC member to take on a leadership role. The SUSC term will begin on July 1st through June 30th of the second following year.
 - C. If a Staff Council member changes roles within the university staff (i.e. moving to a different focus area or changing FLSA status) after being elected to the Council, they will continue to serve in the seat to which they were elected for the duration of the term.
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- A. Nominations and Elections Committee
 1. Elections will be facilitated by a Nominations and Elections Committee to ensure the process is thorough and transparent.
 2. The Nominations and Elections Committee will be made up of Seattle University Staff Council members who are not candidates in the upcoming general election.
 3. This committee will coordinate all aspects of the election, including: gathering nominations; confirming nominees' willingness to run; coordinating with Human Resources to ensure nominees' eligibility to run; organizing and notifying the community about the nominations and elections processes including creating, updating and distributing the voters' pamphlet; and tabulating, certifying and reporting the elections results.
 - i. A voters' pamphlet shall include the candidates' photos and personal statements.
 4. Additionally, the Nominations and Elections Committee is charged with prioritizing the SUSC's commitment to diverse representation and will have over-sight for selecting At-Large positions.
 - B. Nominations
 1. Staff members may self-nominate or nominate a staff colleague to run for a seat on the Staff Council.
 - 2.



3. Human Resources will help the Nominations and Elections Committee determine which staff members are eligible to run for a seat based on the eligibility criteria in Article IV.
- C. Supervisor Notification
1. All staff who wish to run for a seat on the SUSC must inform their supervisor of said decision.
 2. Supervisor approval is needed only for staff members who work on a part-time basis and wish to run for a seat on the SUSC.
- D. Annual Elections
1. Voting eligibility
 - i. All staff members at Seattle University (including University Cabinet members) can vote in the SUSC election regardless of length of employment with the University.
 - ii. Voters will be able to submit one vote for every open seat from within each focus area on the Council.
 2. Voting period
 - i. The Voters' Pamphlet shall be released prior to the opening of the voting period.
 - ii. Voters shall have one week to complete their ballot.
 3. Election results
 - i. Election results will be announced shortly following the end of the voting period.
 - ii. As part of the election certification, two alternates (if applicable) will be identified for each focus area from among the candidates to potentially serve on the SUSC in the case of a vacancy.
- A. In the event a position on the SUSC is vacated before the term is up, the position will be filled by an alternate identified at the time of election, if available.
- B. If a seat is vacated less than three months before the end of term, the seat may remain vacant due to overlap with the election and transition period for the next Council term.
- C. If an alternative is unavailable, and at the discretion of the Nominations and Elections committee, a special election may be held to fill a vacant seat.
- A. SUSC Officer roles include the president, vice president, and secretary/treasurer.
1. All non-officer Council members are eligible to run for officer roles.
 2. Officers are elected by the sitting Council.
 3. Officer roles and representative Council roles are distinct.
 - a. Once the officer term begins, the officer vacates their representative role, if applicable.



- b. The Nominations, Elections, and Bylaws Committee will fill an open representative seat with an alternate from the most recent election.
- c. Officers remain voting members of the Council.

B. Term of Office

- 1. Officer terms will be two years and begin on July 1.
- 2. Officers who serve a full term in their role may not be elected to a consecutive second term in any officer role.
- 3. If an officer assumes their role mid-term due to a vacancy and serves less than half of the overall term, they are eligible to run for a full two-year officer term in the next officer election. Officer terms are limited in this way to ensure that all staff on campus have regular input on Council representation. This guarantees each Council member has a voting touchpoint in either the general election or internal Council officer elections every two years. The maximum timeframe a Council member can serve without being on the general election ballot for a second time is four years: two years of representative service and a possible two years of officer service.



- ii. For the sake of transparency, an Executive Session should be scheduled only on rare occasions when a specific issue requires extra privacy, and may only be used to discuss that specified issue.
 - iii. No decisions may be made during an Executive Session.
 - iv. An Executive Session may be scheduled only by a vote at a regular open meeting, and the vote must include a statement of the reason for the Executive Session.
- G. Guest Speakers or Public Input
 - 1. Guest speakers or presentations may be scheduled through the agenda process.
 - 2. The Council will invite input from all staff through the SUSC website, email to SUSC, and other events such as open forums.
- H. Attendance
 - 1. If a member is unable to attend a meeting, they will notify the Leadership Team.
 - 2. Where possible, the Secretary (or designee) will arrange for remote access to representatives who are unable to attend in person.
 - 3. If a member has repeated, unexplained absences, the President may request that the member resign.
- A. Quorum. A quorum for voting will consist of two thirds elected representatives, including:
 - 1. Representatives present at the meeting,
 - 2. Representatives participating remotely via phone or email, and
 - 3. Representatives participating by proxy. The proxy vote must be submitted in writing to an officer in advance of the meeting.
- B. Majority Vote
 - 1. Voting will be by simple majority unless defined elsewhere in the Bylaws.
- C. Voting Procedure
 - 1. Voting may only take place at public meetings.
 - 2. The President will state the proposal to be voted on, call for the vote, and state the result of the vote.
 - 3. Secretary will record the vote and post it in the minutes.
- D. Voting Methods
 - 1. Roll Call Vote
 - i. If any member requests, voting will be roll call, so that the votes of all members can be recorded and accountable.
 - 2. Simplified Voting Methods
 - i. In most cases, where a full roll call is not needed, voting may be by other majority methods, such as a voice vote, show of hands, written ballot, or general consent (vote passes if there are no objections).
 - 3. Electronic Voting



- i. Where a vote is necessary between meetings, voting may be done electronically, either by email or through Canvas.
 - ii. Electronic votes will be included in the minutes of the next regular meeting.

- A. The Council may be consulted for advice and recommendations for appointments of staff members to university-wide committees where faculty and students may be appointed. The Council may appoint from within the Council or work with the committees to name staff from the campus community, if applicable.

- A. SUSC may create Staff Council Committees as needed.
- B. Initial membership of a Staff Council Committee will consist of Council members who volunteer for the committee. Committees may choose to add non-council members if needed.
- C. Staff Council Committees will report to the Council and will bring proposals to the Council for approval as needed.

- A. Amendments to the Bylaws may be proposed by any representative.
- B. Proposed amendments must be submitted to the Secretary no later than 15 business days prior to any annual, regular or special meeting.
- C. Proposed amendments shall be distributed to the Council with the meeting notice no less than 10 business days prior to the meeting in which it shall be considered and debated.
- D. Proposed amendments shall be voted upon at the meeting immediately following the meeting in which it was considered and debated, provided such meeting is called as defined in the Bylaws.
- E. Amendments to the Bylaws shall become effective upon approval by a two-thirds majority of those representatives making up the quorum, as defined in Article XIII.
- F. Amendments to the Bylaws that materially change the nature or authority of The Council shall be submitted for recommendations by the University President's Cabinet and approval of the University President.