

COLLEGE OF ARTS & MEDIA STAFF ADVISORY BOARD BYLAWS

Article I. NAME AND LOCATION

The name of the organization shall be "College of Arts & Media Staff Advisory Board", (Staff Advisory Board), to be located at the University of Colorado Denver (CU Denver).

Article II. AUTHORITY

- a. The Staff Advisory Board was established by the College of Arts & Media staff on March 21, 2023. A copy of the Bylaws shall be provided to all new staff hires during orientation, in addition to CAM administration. The bylaws are published on the College of Arts & Media website. Bylaws are reviewed at least every three years by current Staff Advisory Board members.
- b. The CAM Dean(s) is the reporting authority.

Article III. PURPOSE & DEFINITIONS

1. DEFINITIONS:

- a. **“Staff Advisory Board Members”** are defined as volunteer representatives from the College of Arts & Media, representing all staff employees, as defined below.
- b. **“Staff Employees”** are defined as all non-temporary College of Arts & Media University of Colorado Denver employees who are designated as classified staff by the State of Colorado, university staff by the University of Colorado (excluding University officer positions), and those in the research assistant/associate series (professional research assistants, senior professional research assistants, research associates, and senior research associates, which is a faculty job series not otherwise represented by faculty assembly).

2.PURPOSE:

- a. Staff Advisory Board Members
 - i. Serve as representatives for the CU Denver CAM staff employees to College of Arts & Media administration.
 - ii. Provide means for the exchange and dissemination of information among and for the CU Denver CAM staff employees regarding concerns, procedures, and policies of mutual interest.
 - iii. Promote unity and cooperation among all employees of the CU Denver College of Arts & Media.
 - iv. Study concerns of the staff employees relating to the management, operations, and administration of CU Denver and to make recommendations to the UCD Staff Council and CAM leadership.

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- v. Work with all similar councils, groups, or bodies of the University's campuses to fulfill the aforementioned purposes.
- vi. Promote professional development, community engagement, and networking opportunities among CU Denver CAM staff employees.
- vii. Provide representation to committees, and work collaboratively with these groups in areas such as strategic planning, policy development, recruitment, retention, and staff recognition; toward the overall efficiency of the campus and the university.
- vii. Act as a forum to engage staff on and offer recommendations to leadership concerning effective policies. In doing so, the Staff Advisory Board shall act as an advocacy group for all CAM staff and will seek to partner with CAM faculty on establishing the College of Arts & Media as a “Best Place to Work”.

Article IV. MEMBERSHIP

- a. The Staff Advisory Board shall consist of CAM Staff members who volunteer to be a part of the Board, headed by two voted-in Co-Chairs and a Secretary. An effort shall be made to have participation from as many units as possible.
- b. Any staff employee of the College of Arts & Media shall be eligible for membership on the Staff Advisory Board.
- c. To ensure that the interests of all staff employees are addressed, sufficient effort should be made to ensure representation of all Staff Employees on the Staff Advisory Board.

Article IV. Section 1. Duties of Members

Board members are expected to:

- a. Request time to perform Staff Advisory Board functions from their immediate supervisor.
 - i. Staff requesting time for Staff Advisory Board understand that their time on the Board should not offset or otherwise interfere with their primary job function.
 - ii. Employees and supervisors should make every effort to find an agreeable balance between Board and primary work.
 - iii. CAM staff members who are barred from attending Staff Advisory Board meetings or service on the CAM Staff Advisory Board outright should notify CAM HR.
- b. Attend meetings regularly: Attend 9 of the 12 yearly meetings (or at least 3/4 of the monthly meetings). A member is allowed 3 absences per service year (beginning the month the member was elected/appointed, through the end of the current service year).

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- c. When at all possible, in advance, notify other members of the Staff Advisory Board of missing a meeting.
- d. Disseminate information to colleagues and co-workers.
- e. Bring concerns and questions from colleagues and co-workers to CAM Staff Advisory Board sessions, and to CAM administration and/or UCD Staff Council as appropriate.

Article IV. Section 2. NOMINATION AND ELECTION OF MEMBERS

- a. Staff Advisory Board nominations will be the responsibility of the Co-Chairs of the Staff Advisory Board or volunteer picked from amongst the standing members of the Staff Advisory Board.
- b. Nominations for Staff Advisory Board membership shall be solicited by standing Advisory Board Co-Chairs. Starting the month of April, the Staff Advisory Board Co-Chairs shall solicit nominations by direct mailing, through the university's electronic communications systems (website, university announcements, etc.). Nominees will be contacted by the Board to determine and/or confirm their willingness to participate.
- c. New members, their immediate supervisor, and appointing authority will be notified by letter of the term of membership. All nominees will be notified of their acceptance within ten (10) days of the closing of the nomination window.
- d. Staff Employees who volunteer for Staff Advisory Board membership will begin their term of membership on the first business day in the month of July.
- e. Members shall serve one (1) year terms.
- f. The position of any member of Staff Advisory Board shall become vacant upon written resignation. A Staff Advisory Board member may resign at any time with written resignation.
- g. The Co-Chairs will issue the invitation to join the Staff Advisory Board to the nominees.

Article IV. Section 3. NOMINATION AND ELECTION OF OFFICERS

- a. The Staff Advisory Board Co-Chair election shall be held in the spring of each year, usually May.
- b. The Staff Advisory Board members, excluding the Co-Chairs, will ratify with the CAM Staff body the terms that are ending. All CAM Staff Advisory Board members shall have one vote, excluding Co-Chairs.
- c. Nominations shall be solicited by the non-incumbent Co-Chair at the regular February meeting. A ballot is presented at the March meeting. Voting shall occur via anonymous ballot at or before the April meeting; new Co-Chairs preside at the July meeting.

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- d. Ballots will be tabulated by the standing members of the CAM Staff Advisory Board; the Co-Chairs will be excused. The CAM Staff Advisory Board members, excluding Co-Chairs, will confirm the results before announcements are made.

Article IV. Section 4. REMOVAL FROM STAFF ADVISORY BOARD

- a. Three absences in a service year, from the Staff Advisory Board membership monthly meetings, is cause for dismissal unless an exception is considered by the Co-Chairs.
- b. Following the third absence, Staff Advisory Board members will be sent a letter from the Co-Chairs of Staff Advisory Board asking them to confirm their commitment to Staff Advisory Board.
- c. The member must respond to the Co-Chairs prior to the next scheduled Staff Advisory Board meeting. Failure to do will result in immediate dismissal from the Staff Advisory Board.

Article V. OFFICERS AND THEIR DUTIES

- a. Elected Officers of the Staff Advisory Board shall be:
 - i. Two Co-Chairs
 - ii. One Secretary
- b. Terms of office (in years) for Co-Chairs are two (2) years. Term of office for Secretary shall be one (1) year.
- c. Any Staff Advisory Board member, in good standing, is eligible to hold elected office. Members must serve on Staff Advisory Board for at least one semester immediately prior to running for Co-Chair. Excluding inaugural year, starting July 1, 2023.
- d. One chair will be up for (re)election each year. The Secretary position will be up for election yearly.
- e. In the event of an officer leaving office, the standing members of the Staff Advisory Board will request volunteers to complete the term. A vote by the members may be requested in the event of multiple volunteers for a position. The Board will then appoint the individual.
- f. In the event of vacated offices, the duties of that officer may be delegated temporarily to another officer or member.

Article V. Section 1. THE CO-CHAIRS SHALL:

- a. Preside at all Staff Advisory Board meetings and enforce all regulations and policies as specified in the Staff Advisory Board Bylaws.

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- b. Prepare, in cooperation with Secretary, an agenda for all regular and special Staff Advisory Board meetings.
- c. Submit a written or verbal yearly report summarizing all activities to the CAM Dean(s) and members of Staff Advisory Board, including accomplishments of committees.
- d. Act as the spokesperson for Staff Advisory Board at official functions or functions where Staff Advisory Board representation is requested.
- e. Appoint ad hoc committees with the approval of the Staff Advisory Board.
- f. Approve official communications sent by Staff Advisory Board, in cooperation with the Secretary.
- g. In case of a tie, the non-incumbent Co-Chair shall be granted one vote to act as a tiebreaker.
- h. Call special meetings for Staff Advisory Board, as necessary.
- i. Ensure that the agenda is available to and distributed by the Secretary to Staff Advisory Board members no less than two days in advance of meetings.
- j. Conduct membership elections.
- k. The non-incumbent Co-Chair shall be responsible for officer elections.
- l. The division of duties between the Co-Chairs will be discussed and decided upon by the Co-Chairs after each annual election.

Article V. Section 2. THE SECRETARY SHALL:

- a. Record the minutes of meetings.
- b. Edit the minutes, if supplied by any other recorder.
- c. Keep the recorded minutes, as well as other Staff Advisory Board documents, in an archive to be available in the future.
- d. Ensure the distribution of the agenda no less than two days in advance of meetings, as well as the timely distribution of minutes following regular meetings.
- e. Notify members of special meetings.
- f. Keep a listing of all Staff Advisory Board Members.
- g. Record meeting attendance.
- h. Assist with Staff Advisory Board correspondence, email inbox, notices, and other official business as requested by members.
- i. Assemble packet of information for new members, including a meeting schedule of time and place, bylaws, current membership roster and minutes of the previous meeting.
- j. Assist Co-Chairs by keeping track of individuals wishing to speak on Zoom, motions, amendments, and timing during meetings.

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Article VI. Section 1. COMMITTEE DEFINITIONS

- a. Ad Hoc Committee: These committees shall be appointed as needed by the Staff Advisory Board and with the approval of CAM Dean(s), to complete Staff Advisory Board business. Ad hoc committees will be compo and CAM Staff Advisory Board volunteers. The ad hoc committee will report back to the Co-Chairs and College administration. Specifically, ad hoc committee members will act to represent and advocate for the interests of all staff by reviewing and discussing issues that are of an ongoing, current, or temporary nature.
- b. Special Interest Committee: A committee constituted and terminated by the Staff Advisory Board to consider matters of a current and temporary nature. This may include committees formed on campus by other governance groups requesting staff input and membership.

Article VI. Section 2. NOMINATION and ELECTIONS COMMITTEE:

- a. Comprised of the Co-Chair not up for re-election, and at least one additional member selected for the Staff Advisory Board one month before any election, either by volunteer or appointment.
- b. The Nomination and Elections committee shall present the Staff Advisory Board in April a slate of nominees for Officers of Staff Advisory Board.

Article VII. MEETINGS

- a. Regular meetings of Staff Advisory Board shall be held monthly unless otherwise ordered by Staff Advisory Board. Staff Advisory Board sessions shall be open to any Staff Employee.
- b. A quorum is required to transact business (approve action items) at a meeting. A quorum shall consist of one-half plus one of the current voting members. In the absence of a quorum, any item needing approval is null and void and tabled to the next meeting or shall be sent out for vote to all Staff Advisory Board members via email. The action that can legally be taken in the absence of a quorum is to fix the time to which to adjourn, recess, or take measures to obtain a quorum. The prohibition against transacting business in the absence of a quorum cannot be waived even by unanimous consent.
- c. Special meetings will be called by either Co-Chair as necessary or at the written request of any Staff Advisory Board member.
- e. Only members of the Staff Advisory Board have voting privileges.

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Article VIII. REPRESENTATION ON OTHER CAM COUNCILS

- a. CAM Staff Advisory Board members may volunteer to be a CAM representative on the CU Denver Staff Council.
- b. ***If an additional CAM Council is created, language will be added about that body & the CAM Staff Advisory Board relationship to that body.*

Article IX. AMENDMENTS TO BYLAWS

- a. An amendment to the bylaws may be proposed by a Staff Advisory Board member in writing to the Co-Chairs three (3) weeks prior to a regularly scheduled meeting.
- b. The proposed amendment will then be presented in writing to Staff Advisory Board members by the Co-Chairs, two (2) weeks prior to a general meeting.
- c. At the next scheduled monthly meeting, the amendment will be read, considered, and approved if applicable. All recommended changes to the presented amendment should be submitted in writing within one (1) week of being presented.
- d. The proposed amendment shall then be voted on at the following regularly scheduled meeting. A two-thirds vote of the quorum present shall be necessary for adoption of the amendment to be approved.
- e. Amendments will be considered ratified if approved via vote.

Disclaimer: Job operations and processes of CAM employees as well as University and State of Colorado policy shall not be infringed upon by any of the language contained within this document. The primary focus of this Board is to act as a recommending body to advise CAM leadership and provide a voice to CAM staff within the College of Arts & Media's shared governance structure. As such, any language that is identified to cause conflict with CAM employee job operations or processes, and State or University policies, will be reviewed and revised by the CAM Staff Advisory Board at the next monthly meeting.

Version 1 approved by a vote of CAM Staff body as of 9/13/2023.