

Chancellor's Staff Advisory Council (CSAC) Bylaws

Approved by CSAC voting membership and The Chancellor March 1, 2014

I. Purpose

The Council actively researches and identifies UCSB staff issues and reports these issues directly to the Chancellor. The Council also provides advisory services to the Chancellor and other senior administrators on campus policies, procedures, and long-range plans pertinent to staff.

II. Membership

A. Size and Constitution of Council (23 Total):

1. 21 career staff employees.
2. One Chancellor's Office representative (appointed by the Chancellor).
 - This is a non-voting position.
 - Advises CSAC on issues as needed.
 - May advise on committees, subcommittees and ad hoc committees, as needed.
3. One Staff Assembly representative (to be chosen by Staff Assembly annually).
 - This is a non-voting position.
 - Acts as liaison between Staff Assembly and CSAC.
 - Does not serve on committees, subcommittees or ad hoc committees.
4. The Council shall strive to maintain a diverse membership through the recruitment of outstanding staff representatives from every division within the campus organizational structure.

B. Terms of Appointment:

1. Each member shall serve three (3) Council years (September 1 through August 31).
2. Resignations:
 - If a first year member resigns *within* the first four (4) months of an appointment year, a list of candidates shall be sent by the Nominations Committee to the Chancellor to fill the vacancy.
 - If a first year member resigns *after* four (4) months of an appointment year, the position shall not be filled until the next normal appointment cycle.
 - If a second or third year member resigns at any time, the position shall not be filled until the next normal appointment cycle.

C. Expectations of Active Membership:

1. Attendance at twelve (12) monthly meetings.
2. Involvement in at least one committee, subcommittee and/or ad hoc committee.
3. Minutes taken in alphabetical rotation by last name of first year members. Those who miss their turn shall be reassigned at the next meeting. The current year's Co-Chairs are exempt from taking minutes.
4. Continued membership shall be reviewed by Co-Chairs periodically. Co-Chairs shall have the authority to request the resignation of inactive members.
5. Assist the Staff Celebration Week Committee during Staff Celebration Week.
6. Solicitation of new members.

D. Nominations for Membership:

1. Self or other from campus at large.
2. Council shall present all appointment recommendations, including those in excess of the number of council vacancies, to the Chancellor for endorsement.
3. Re-appointments may occur after a one year break or by vote of the Council.
4. New members and nominees not selected shall be notified by the Chancellor's Office.

E. Representation:

CSAC members shall appoint from within the membership, or staff at large, representatives to serve on other staff organizations.

III. Meeting Protocol

A. Parliamentary Authority:

The "Standard Code of Parliamentary Procedure" (Robert's Rules of Order) shall govern CSAC.

B. Quorum:

The majority of CSAC membership shall constitute a quorum of that body. At the discretion of the Co-Chairs, voting may be by secret ballot or by show of hands. A simple majority vote of the voting members of quorum constitutes approval.

C. Amendments to the Bylaws:

These Bylaws may be amended by a two-thirds vote of the voting members. At the discretion of the Co-Chairs, voting may be by secret ballot or by show of hands. A copy of the proposed amendment shall have been made available to every voting member at least ten days before it is voted upon. Amendments to the Bylaws are subject to approval by the Chancellor.

D. Suspension of Bylaws

One or more requirements of these Bylaws may be temporarily suspended by a two-thirds vote of the voting members. A motion for such suspension must include a list of all the provisions to be suspended, the reason for the suspension and the period of the time (up to one CSAC year) during which the suspension shall be in force. At any point a two-thirds vote of voting members may rescind the suspension of Bylaws as noted above.

IV. Structure

A. Co-Chairs (2 members):

Elections of the Co-Chairs shall be held in June by ballot. The term of each Co-Chair is one (1) year, September 1 through August 31, allowing for two (2) consecutive terms, maximum. If a second term is needed, it shall be determined by a majority vote of the Council. The two members should have different lengths of service within CSAC. Anyone within CSAC can nominate another member or self-nominate. Nominations shall be coordinated by the Nominations Committee. If a Co-Chair position becomes vacant due to voluntary resignation, removal, or any other cause, a special election, coordinated by the Nominations Committee, may be held to elect a new Co-Chair. The newly elected Co-Chair shall complete the predecessor's remaining term and this completed term shall be in addition to the allowed term limit.

Co-Chair responsibilities include, but are not limited to:

1. Convene meetings; set agendas.
2. Insure compliance with membership requirements.
3. Arrange for minutes to be taken and distributed.
4. Maintain an organized archive of agendas, minutes, committee, subcommittee and ad hoc committee reports and a record of any exceptional acts taken.
5. Submit annual Executive Report to CSAC and the Chancellor.
6. Serve as the Executive Committee, meeting with the Chancellor and discussing issues of concern with the entire Council.
7. Review Bylaws with the Council.

B. Committees:

Under the leadership of the Council, committees address specific projects and issues and are led by one Chair or two Co-Chairs, selected by the committee membership. Membership is encouraged to consider experience with committee subject matter when choosing Committee Chair(s).

Committee Chair(s) responsibilities include, but are not limited to:

1. Convene meetings; set agendas.
2. Take minutes or arrange for them to be taken and distribute at the monthly CSAC meeting.
3. Maintain an organized archive of agendas, minutes, committee, subcommittee and/or ad hoc committee reports and a record of any exceptional acts taken.
4. Serve in an advisory role to the CSAC Co-Chairs.
5. Collaborate with the Development Committee before soliciting any in-kind donations, and to process donations per university policy and donor wishes.

i Staff Issues Committee (2-3 members):

Actively research and identify key staff issues requiring further investigation and advising. The Council shall vote on whether a Subcommittee or Ad Hoc Committee shall be formed to pursue the issues identified.

Staff Issues Subcommittees and/or Ad Hoc Committees:

The members chosen for the Staff Issues Subcommittees and/or Ad Hoc Committees shall be decided by vote of the CSAC membership. Subcommittee membership shall be on a standing basis so long as there is a need for concentration on the issues. Ad Hoc Committee membership shall be formed on a temporary basis until satisfactory resolution of the specific issue is reached.

Staff Issues Sub Committee and Ad Hoc Committee responsibilities include, but are not limited to:

1. Further research items identified by the Staff Issues Committee that need attention.
2. Make recommendations on these issues in the form of a report to be given to the Chancellor or other senior administrators. These reports could be included in the annual executive summary and may also be presented on an as needed basis throughout the year.
3. Seek consultation from non-CSAC members when needed.

ii Nominations Committee (2 members):

The two CSAC members should have different lengths of service within CSAC. One shall serve as the Chair and one as a member/apprentice with the intention of moving into the Chair position the following year. The Chair shall be the more senior member of the Council/Committee.

Committee responsibilities include, but are not limited to:

1. Coordinate nominations from CSAC, Staff Assembly, and campus at large.
2. Coordinate the Co-Chair nominations process.
3. The Committee shall report back to the Council with final nomination results.

Nominations Process:

1. Nomination calls are sent to CSAC, Staff Assembly and the campus at large via all appropriate mechanisms.
2. Nominations are sent from the campus community to the Nominations Chair.
3. The Nominations Chair sends the names to CSAC and the Staff Assembly Co-Chairs for ranking.
4. After the Nominations Chair receives rankings back, the results are sent to the requesting group and the CSAC and Staff Assembly Co-Chairs.

Co-Chair Nominations Process:

1. In April, contact all 1st and 2nd year members to inform them of the opportunity run for Co-Chair. Gauge interest, solicit questions regarding responsibilities and discuss responsibilities of the position. Encourage the entire Council to motivate others to self-nominate.
2. The Committee shall present list of names to CSAC at the May meeting and will ask for additional nominations.
3. The Committee shall prepare and print final ballot form to be used for voting at the June meeting.

iii CSAC Marketing and Outreach Committee (1-3 members):

The marketing and outreach committee members will coordinate all materials for the CSAC website (in coordination with a designated staff member from the Chancellor's Office), and will market and promote CSAC to the UCSB staff community.

Committee responsibilities include but are not limited to:

1. Updating and maintaining CSAC website as needed (e.g., sending minutes and agendas for archiving, updating member profiles, updating events, etc.)
2. Updating and maintaining CSAC social media outlets (e.g., Facebook)
3. Coordination communication with UCSB staff (e.g., S-List announcements)
4. Promoting CSAC on campus and in the community when appropriate (e.g., sending out nomination forms for new CSAC members)
5. Maintaining alumni relations with former CSAC members

iv Staff Celebration Week Committee (6 members):

Plan the schematics and layout for the luncheon and other activities during Staff Celebration Week.

Committee responsibilities include, but are not limited to:

1. Plan the Staff Celebration Week Luncheon. Arrange catering, equipment rentals (i.e. tables, chairs, stage, sound equipment), entertainment, event timeline, and promotion materials.
2. Plan additional events of Staff Celebration Week in collaboration with other staff groups at the discretion of the Council.

v Orientation Committee (2 members):

Orient new CSAC members at the start of the year on CSAC's purpose, procedures, and structure. Continue to serve as mentors for the new members throughout their first year.

vi Development Committee (4-6 members):

Development Committee members will research, identify, and solicit supplemental resources from campus and community partners for the benefit of events supporting UCSB staff, including but not limited to Staff Celebration Week, Winter Warmer, and other staff social events throughout the year.

Committee responsibilities include, but are not limited to:

1. Focusing initially on in-kind donations (e.g., beverages, printing costs, equipment loans, supplies, etc.)
2. Committee Chair or Co-Chairs will serve as liaisons with Chris Pizzinat (or a designated point person) in the UCSB Office of Development when planning fundraising activities so that proper Development policies and processes are followed (e.g., documenting the total value of donations, submitting receipts, identifying appropriate prospects, etc.)
3. Maintaining records for (and reporting to) CSAC on all donation requests made by the Development Committee or other committees to maintain good stewardship with donors (e.g., processes for requests, expressions of appreciation, streamlining requests, etc.)
4. Collaborating with all other committees who are interested in soliciting in-kind donations before requests are made, and processing donations per university policy and donor wishes.

C. Ad Hoc Committees:

Ad Hoc committees shall be formed either at the request of the Chancellor, or by vote of the CSAC membership. These committees shall address issues that need immediate and/or short-term attention. Membership shall be on a temporary basis until satisfactory resolution of the specific issue is reached and/or the task is completed.