

# River Campus Libraries Staff Council Bylaws

## Section 1: Charge

The River Campus Libraries Staff Council (RSC) serves as the organized conduit for communication between River Campus Libraries staff and senior library leadership. In this capacity, the RSC helps identify challenges, develops recommendations for opportunities, and advises on issues related to staff wellness and organizational performance. The RSC also engages with senior library leadership to identify staff needs and desires and recommend applicable courses of action.

The RSC acts to facilitate a more positive and inclusive culture to improve staff engagement, reduce staff attrition, and to ensure that the work of the libraries can more effectively be accomplished. The RSC accomplishes this goal by providing additional avenues for communication between the staff body and senior leadership as well as for communication across departments.

## Section 2: Council Membership

Those sitting on the RSC are referred to hereafter as a "Staff Council Member." The RSC is composed of three (3) Staff Council Members elected at large from the River Campus Libraries (RCL).

### Section 2A: Eligibility

In order to be eligible to run for an open seat on the RSC or vote in an RSC election, the staff member must:

- Be an employee of the University of Rochester River Campus Libraries
- Have worked for the River Campus Libraries for a minimum of one year
- Not be classified as Time As Reported (TAR) staff
- Not be working under a temporary employment contract
- Be in good standing (not have an active performance improvement plan)
- Not be a leader of RCL

Additionally, any candidates for open seats on the RSC must have secured permission from their supervisor to run in an election.

Leaders of RCL include:

- The Vice Provost & Andrew H. and Janet Dayton Neilly Dean of the University of Rochester Libraries.
- Any staff member with a title that includes "Assistant Dean," "Associate Dean," or members of the Senior Leadership Team, or any versions of a similarly functioning executive body in the future; i.e. the Dean of Libraries and their direct reports.
- Any staff member who is a member of Leadership Team or any versions of a similarly functioning management body in the future; that is, the direct reports of any staff member with a title that includes "Assistant Dean" or "Associate Dean," or is a department head.

Should a staff member experience a change of position so that they are classified as TAR, working under a temporary employment contract, vacate their position at RCL due to resignation or termination, or

become a leader in RCL, then they resign their position on the RSC effective on the last day that they were eligible for membership on the RSC.

### Section 2B: Term

Staff Council Members are elected to two (2) year terms of office. To ensure a continuation of institutional knowledge, at the inaugural meeting of the RSC the three (3) Staff Council Members will be randomly assigned an initial two (2) year term of office (for one Staff Council Member) or three (3) year term of office (for two Staff Council Members). Once these initial terms expire, on an annual basis either one (1) or two (2) positions on the RSC will then be eligible for election. Should there be a tie vote for an open seat on the RSC, the sitting RSC votes to break the tie.

Staff Council Members may serve a maximum of two (2) consecutive terms. However, there is no total limit on the number of terms a staff member may serve on the RSC over their tenure with RCL.

Alternates are those individuals who receive next highest vote total after all positions have been filled. If in the election there is a tie vote for an Alternate, the sitting RSC votes to break the tie.

Should an election not result in a sufficient number of Staff Council Members or Alternates to fill three seats, the RSC, working in conjunction with the Dean of Libraries, may appoint an appropriate number of library staff members to fill any vacancies. Appointees serve only until the next elected Council is seated but may run in the next regularly scheduled election if desired. An appointed term is not treated as a “full term.”

### Section 2C: Attendance, Resignations and Removals

Staff Council Members are expected to attend regularly scheduled meetings of the RSC. In the event a member misses three (3) consecutive meetings or half (50%) within a year’s timeframe, the RSC may vote by simple majority to remove a member from the remainder of their term.

Additionally, should Staff Council Members fail to fulfill the responsibilities of the role or conduct themselves in a manner unbecoming to a member of the Council, a simple majority vote of the Staff Council may remove them from their seat.

If a Staff Council Member resigns or is removed from their seat on the RSC, they are replaced by the Alternate with the highest number of votes, as described in Section 2B. An Alternate completes the term of the individual who resigned or was removed. If that term’s remaining time is greater than a year, it is treated as a “full term.”

### Section 2D: Ex Officio Members

There will be two ex officio members of the RSC in order to assist communication to affiliated groups and to RCL Administration. Ex officio members will include the current RCL Human Resources Coordinator (or designee) and the current RCL Genesee Staff Council Member. Ex officio positions on the RSC will be non-voting members of the group.

## Section 3: Council Responsibilities

The RSC meets at least once a month. During each meeting for any decision that requires a vote, each Staff Council Member is designated one (1) vote. For a meeting to have a quorum two (2) of the three (3) Staff Council Members need to be in attendance. Should there be a tie in votes due to Staff Council

Members absence or abstention, the current RCL Genesee Staff Council Member will cast the tie-breaking vote. The current RCL Genesee Staff Council Member may not abstain from this vote.

The RSC will approve a set of Practices that determine how the work of the Council will be executed on a day-to-day basis. Ratification of these practices requires a simple majority of Staff Council Members to vote in approval at a convened meeting. Changing the RSC Practices also requires a simple majority of Staff Council Members to vote in approval at a convened meeting.

Submission of any recommendations to library leadership requires a simple majority of Staff Council Members to vote in approval at a convened meeting.

## Section 4: Elections

Elections shall be held once yearly to maintain the membership of the RSC and, when necessary, to amend the RSC Bylaws. Off-cycle elections at other times of year to determine Staff Council Members are not permitted. Bylaws amendments may be proposed during the regular election process or during a special off-cycle election if one or more amendments will affect the composition, eligibility, or term of the next Council's members. The RCL Human Resources Coordinator shall administer all elections.

## Section 5: First Year Considerations

In the first year that the RCL Staff Council operates, it will not hold elections and instead Staff Council Members will be chosen by an appointment process. Nominations will be solicited from the staff body for Staff Council Members. These nominees will then be confirmed to be interested in serving on the Staff Council and then nominations will be reviewed by the RCL Senior Leadership Team. This review will occur by reading candidate statements and conducting interviews with nominees. The Senior Leadership Team will then select three candidates to serve as Staff Council Members.

This arrangement applies to only the first year that the RCL Staff Council is in existence. One of the primary duties of those selected during this inaugural year will be establishing a fair and open election process. Those Staff Council Members chosen to serve in this inaugural year will serve for only a one-year term. Those serving in the inaugural year of the RCL Staff Council may then seek election in the first election cycle of the RCL Staff Council. The inaugural year is not treated as a "full term."

## Section 6: Ratification and Amendments

Ratification of these bylaws requires the approval of the Vice Provost & Andrew H. and Janet Dayton Neilly Dean of the University of Rochester Libraries. These bylaws may be amended by a simple majority of the voting staff body.

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