

# River Campus Libraries Staff Council Practices

## 1. Meetings

1. RSC meetings are held on a monthly basis, either virtually, in-person, or hybrid, based on the decisions of a sitting RSC.
2. Meetings are closed by default to allow free conversation among Staff Council Members
3. Special meetings may be scheduled with the entire RSC body as needed, likewise any subcommittee meetings.
4. Meetings including the Dean should occur not less than twice per year, and on an as-needed basis.
5. Meetings including the SLT sponsor should occur not less than four times per year, and on an as-needed basis.
6. Meetings including the ex officio RCL HR Representative should not occur less than four times per year, and on an as-needed basis.
7. Meetings including the ex officio Genesee Staff Council representative should not occur less than six times per year, and on an as-needed basis.
8. RSC Alternates are invited to attend RSC meetings and contribute to the conversation but may not vote.

## 2. RSC Activities

1. Communicates with and provides feedback to staff who bring issues to RSC's attention.
2. Open forums (in-person, virtual, or hybrid).
3. Targeted but informal sessions encouraging open dialogue on specific topics, designed to productively assess problems and strengths within the organization and to inform the RSC of current issues affecting staff, which the RSC can later use to formulate proposals to SLT.
4. Announcements (email, intranet, or other communication channels).
5. Program building to facilitate a positive culture.
6. Regularly present findings and recommendations to Senior Leadership Team.
  1. Summarize findings from open forums and targeted discussion sessions.
  2. Suggest actions as necessary, e.g., trainings or workshops, changes to online environment, policy revisions, etc.
7. Distribute an annual report summarizing activities of the RSC.

## 3. Staff Council Member Responsibilities

1. To structurally support the RSC as a consensus-seeking body, the RSC will avoid a system of officers and instead rotate duties among the Staff Council Members in an effort to increase engagement and buy-in. It is estimated that monthly responsibilities for membership on the RSC will be roughly 4 hours of work. Each month, a Staff Council Member may have one of the following responsibilities (see chart at bottom):

1. Establish Agenda: The Staff Council Member will solicit agenda items and check the previous meeting's minutes for outstanding action items and distribute the agenda in advance of the meeting.
2. Meeting Facilitator: The Staff Council Member will run the meeting, ensure all agenda items are addressed, and act as timekeeper.
3. Minute Taker: The Staff Council Member will take notes for the meeting, request any edits or additions after the meeting, and post the minutes for public review.

#### 4. Minutes

1. Use agenda as guide for composing minutes; agenda items become top-level bullets.
2. Minutes should reflect:
  1. Attendance of committee members.
  2. Meeting location.
  3. Meeting time/date.
  4. The content of the meeting.
  5. When meeting is adjourned.
3. Decisions need to be recorded; however, the details of discussion do not need to be made explicit.
4. Drafts of minutes should be submitted to RSC for review before being distributed to the Dean and the staff body at large.
5. Within one week of meeting, minutes should be both reviewed and submitted to the staff email list and the Dean.

#### 5. Elections

##### 1. Schedule

##### 1. April

1. The RSC shall update the relevant email list of eligible RCL staff so it includes only those included in Section 2A of the RSC Bylaws.
2. The RSC shall send an email to the above email asking for nominations for the upcoming RSC election. Self-nominations are encouraged.
3. The RSC will confirm with the nominees and their supervisors that they are willing and able to run for election and will also confirm that any nominees are eligible for office according to bylaws requirements.
4. In the same email to all staff, the RSC will also announce any proposed amendments to the Bylaws.
5. The staff will be given at least two full weeks (i.e., 14 days) to consider running and make nominations.
6. The RSC will send at least one reminder email to the email list several days before the nomination deadline.
7. Nominees will be encouraged to submit a short professional summary and picture though these are not required.

##### 2. May

1. The election of RSC Staff Council Members and voting for any amendments to the bylaws shall occur.

2. The Human Resources Coordinator shall prepare a ballot in the survey or form tool of their choice, ensuring it is configured so that each person might vote only once.
  3. The Human Resources Coordinator will announce the ballot availability via the email list.
  4. The voting period should occur over two weeks (i.e., 14 days) and must conclude before Memorial Day weekend.
  5. The ex officio HR representative announces election results first to the successful and unsuccessful candidates and their supervisors via email and then a few days later to the full RCL staff body.
2. Voting, Elections and Results
  1. Write-in candidates are not allowed on ballots for RSC elections.
  2. An election is held even if the number of candidates does not exceed the number of available seats to be filled.
  3. The vote totals of elections are only available to the Human Resources Coordinator
3. Ties in Elections
  1. The RSC Bylaws specifies that the sitting RSC votes to break a tie during elections.
  2. The Human Resources Coordinator will notify sitting RSC members of a tie via email, and members will vote by secret ballot to the Human Resources Coordinator after the meeting.
  3. A meeting will be convened to discuss a tie-breaking vote. This is true both in the case of elections for candidates and amendments to RSC Bylaws.
  4. Members will vote their conscience.
  5. Tied candidates are not asked to address RSC and plead their case for election.
  6. If a tie candidate is a sitting RSC member, he/she must recuse themselves from the tie-breaking vote.
  7. Members shall not abstain from a tie-breaking vote for election of candidates except in cases of recusal as above.
4. Treatment of Alternates
  1. If a member-elect withdraws, the alternate with the next highest number of votes takes their place.
  2. If a sitting RSC member resigns or is removed from office, the alternate with the next highest number of votes in the most recent election takes their place.
5. Appointments
  1. Alternate appointments, are done in consultation with the Dean, are always for less than one year, are not treated as a full term, and conclude when the next elected RSC is seated.
  2. When recruiting potential appointees to serve as Council Members, it is strongly recommended that RSC consider individuals from those divisions of RCL that are not represented or underrepresented in the current RSC composition.
  3. If the vacancy being filled by an appointee is in the first year of a resigning/removed Staff Council Member's two-year term, those staff running in

the next election with the highest vote totals shall receive the open two-year seats on the RSC, and the staff person with the next highest vote total will receive the one-year seat to fill out the second year of the departed Council Member's two-year term in order to maintain the staggered complement of seats. The Human Resources Coordinator will communicate this arrangement while notifying staff of upcoming elections.

6. Subcommittees

1. For certain projects or initiatives, subcommittees of the RSC may be created in order to facilitate that targeted work.
2. Such subcommittees may include staff members that are not Staff Council Members in order to create the capacity to accomplish the work, to gather needed expertise, and to ensure a diverse representation for the work.
3. Participation of non-RSC staff members in subcommittees is contingent upon supervisor approval.

7. Amendments to the Bylaws

1. As per Section 5 of the Bylaws, they may be amended by a simple majority of the voting RCL staff.
2. Any Staff Council Member may propose an amendment for the full RSC consideration.
3. The sitting RSC will decide by majority vote whether or not to proceed with an amendment and pose it to the electorate.
  1. The RSC will determine amendment wording and compose brief pro and con statements for each amendment to share with voters in order to provide context for the proposed change(s).
  2. Amendments can include an addition, deletion, or edit to the Bylaws and can be either:
    1. A simple Yes or No vote for the amendment, or
    2. A choice between two or more possible options for an amendment.

8. Transition Guidelines

1. Membership begins on July 1 and concludes on June 30 for the elected or appointed term.
2. The Chair invites members-elect to the June RSC meeting as an orientation before the new RSC is seated in July.
3. Outstanding or unfinished proposals made by the outgoing RSC do not automatically die or discontinue when a new RSC is seated. Outstanding or unfinished proposals made by a previous RSC do not need to be reviewed, reintroduced, and reaffirmed by the new RSC unless modifications are desired.

9. Status of Bylaws

1. These bylaws can be modified by any current or future RSC by a majority vote of its Staff Council Member members.
2. Any changes must be documented and available in the official Practices document.
3. Practices must be publicly shared with the RCL staff body.

<b>Month</b>	<b>Council Member A</b>	<b>Council Member B</b>	<b>Council Member C</b>
January	Establishes meeting agenda	Meeting facilitator	Minute taker
February	Minute taker	Establishes meeting agenda	Meeting facilitator
March	Meeting facilitator	Minute taker	Establishes meeting agenda
April	Establishes meeting agenda	Meeting facilitator	Minute taker
May	Minute taker	Establishes meeting agenda	Meeting facilitator
June	Meeting facilitator	Minute taker	Establishes meeting agenda