



University of Maryland
CENTER FOR ENVIRONMENTAL SCIENCE

I 6.00.3 - Staff Council Policy and Procedures

Approved at April 5, 2016 Executive Council Meeting; Amended January 10, 2017

I. Purpose of the Staff Council

The Staff Council for UMCES represents the Center's non-faculty employees to provide an effective voice in the deliberation of policies in the spirit of partnership of shared governance and cooperation with the President and Administration of UMCES on issues of concern to the staff.

A. The Staff Council shall serve both as an advisory body to the President and as an appropriate forum, recognized by the Chancellor of the University System of Maryland and the Board of Regents, for free expression of the concerns and interests of the UMCES community

B. The Staff Council may advise on specific institutional issues, participate in the development of staff programs and policies, and otherwise act at the request of the President.

C. The Staff Council shall endeavor to keep staff members informed and in turn keep the President and administrative staff advised of the collective needs and interests of the staff on issues, concerns, and activities facing them.

II. Functions

A. In all matters, the Staff Council shall be subject to the powers and authorities of the Board of Regents, the Chancellor of the University System of Maryland, and the President of UMCES.

1. Actions of the Staff Council shall not contravene any provision of Maryland Law or University System policy.

B. The functions of the UMCES Staff Council shall include, but shall not necessarily be limited to, the following:

1. Facilitate discussions of issues, policies, and activities related to UMCES staff.

2. Advise the President and Administration and make appropriate recommendations.

3. Promote excellence in service among staff members.
4. Accept shared responsibility with administration, faculty, and students in an effort to improve the stature and effectiveness of UMCES and the University System.
5. Accept, review, and submit UMCES nominations for the Board of Regents Staff Awards.
6. Accept shared responsibility with the Administration, faculty, and students in the mechanism for professional review of Laboratory Directors and Administrators.

C. In addition to performing such functions, the Staff Council shall, through recommendations to the President, consider matters of concern to the staff of UMCES, including identification of needs for development of new policies or revision of existing policies.

1. The subject of such policies and programs shall include, but not be limited to, personnel, fiscal, and physical plan management, development, and public relations.
2. The President shall inform the Staff Council in writing of all new policies and policy revisions officially adopted by UMCES.
3. The Staff Council may request information from the President on matters within its purview and for distribution either to its committees, the Staff Council as a whole, or the staff, as the case may require.
4. At least once each calendar year, at either a regular or special meeting of the Staff Council, the President shall be invited to present a report on the state of UMCES and on any matters of concern.

D. The Chair of the UMCES Staff Council shall provide a written report of all Staff Council actions to the President of UMCES.

III. Composition and election of the UMCES Staff Council

A. Representation and eligibility

1. The Staff Council shall have one voting member from each of the UMCES Laboratory units, Center Administration and the Maryland Sea Grant College Program. The Executive Assistant to the President and Director of Human Resources shall be non-voting members.

2. The Staff Council Chair shall serve as a representative on the UMCES Administrative Council.

3. Any full-time or part-time (50% or more) exempt staff employee, non-exempt staff employee excluded from the collective bargaining agreement, and contingent II employees may be elected as a member of the Staff Council.

4. Administrative officials, including Vice Presidents and the Chief of Staff may not be members of the UMCES Staff Council.

B. Elections and terms of Office

1. The eligible staff from each Laboratory and Unit shall elect one voting member and one alternate.

2. Initially, in order to stagger terms, the officers will serve a two-year term and the remaining three Laboratory units will serve a one-year term. Thereafter, all members will be elected for a term of two years except that members elected to fill a vacancy shall serve for the remainder of the unexpired term.

3. The Staff Council Work-group shall submit an initial plan for election of Staff Council members for approval by the President.

4. Subsequent proposed revisions to a Laboratory or Unit's procedures for election of Staff Council members shall be submitted to the Staff Council for review and approval.

C. Staff Council Officers

1. The Staff Council voting members shall elect a Chair, Vice Chair and Secretary.

2. Upon resignation of the Staff Council Chair, the Vice Chair shall assume the position of Chair for the remainder of the unexpired term.

3. The unit represented by any resigned member shall elect a new Staff Council member.

IV. Operation of the Staff Council

A. The Staff Council shall have such committees, rules, and procedures as may be provided in By-Laws and in rules and resolutions consistent with its By-Laws.

B. The Staff Council shall adopt By-Laws, including provisions for removal of its members for habitual lack of participation and for its own proceedings, so long as those By-Laws do not contravene Maryland laws, the powers of the Board of Regents of the University System of Maryland, the powers delegated to the Chancellor or the President of UMCES, or policies of the University System or UMCES.

1. The By-Laws of the Council may be amended only by the affirmative vote of two-thirds of the elected members taken at a meeting held at least thirty (30) days after notice of each proposed amendment has been given to each member.