

# **Welcome 2019-2020 Staff Congress Members**



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Dear Staff Congress Member,

Welcome new and returning SC Members! This is your 2019-2020 Staff Congress Information Packet. You will find in this packet tons of valuable information and suggestions that will help you with your roles and duties as a Staff Congress member and representative of your peers to the university community.

If you have questions now or in the following year please do not hesitate to contact Staff Congress President Sue Murphy Angel [murphy11@nku.edu](mailto:murphy11@nku.edu) , President-Elect Sara Conwell [conwells1@nku.edu](mailto:conwells1@nku.edu) or the Staff Congress office, Grace Hiles [hilesg1@nku.edu](mailto:hilesg1@nku.edu) / call 859 572 6400.

Another valuable source of information is the Staff Congress website <https://inside.nku.edu/staffcongress.html>.

We welcome any suggestions for improvement on the Staff Congress website as well as this packet.

We look forward to working with each of you in the upcoming year.  
Best wishes for a successful and rewarding term of office.

Sincerely,  
Staff Congress Office  
Lucas Administrative Center 105

*In order to create a stronger bond within the staff, to promote cooperation among the administration, faculty, students, and staff of this University; we the staff of Northern Kentucky University do establish this Congress as the representative body of the staff of Northern Kentucky University. Further, we pledge to determine responsibility and to administer faithfully the policies and objectives which best fulfill the needs, concerns and interests of the staff and to exert to the utmost our efforts to help the University achieve its educational goals. - Staff Congress Constitution*

## **IMPORTANT INFORMATION**

- **READ THE CONSTITUTION AND BYLAWS:**

As a Staff Congress Member **you are responsible** for reading and becoming familiar with the Staff Congress Constitution and Bylaws. In order to perform your duties as a member, it is **necessary** that you are aware of the **rules and regulations** that pertain to the functions of this governance and its committees.

- **MEETING ATTENDANCE:**

If you followed the above suggestion, and read the Bylaws you will have found that the Staff Congress **attendance policy according to Bylaws, Article I, Section 5c**

*“Attendance at Staff Congress meetings is important for effective representation of staff.*

*An automatic vacancy occurs when, over the course of one July – June term, a Staff Congress representative has three consecutive unexcused absences at Staff Congress meetings, or a total of five absences*

If you are unable to attend for a period of time due to personal circumstance please fill out the [Staff Congress Absence Form](https://inside.nku.edu/staffcongress/resources/documents.html) found on the Staff Congress website under Resources > Documents <https://inside.nku.edu/staffcongress/resources/documents.html>

- **MEETING SIGN-IN PROCEDURE:**

In correlation with the attendance policy, attendance is kept according to the sign-in sheet that is located at the back of the room where you pick up your nameplates. It is of **UTMOST IMPORTANCE** that you **SIGN-IN** for each meeting, or you may be counted absent. Therefore, please make it a habit of signing in before you have a seat, so that you may not be inadvertently counted as missing.

- **IMPORTANT 2019-2020 STAFF CONGRESS EVENTS:**

*Staff Congress works closely with the President's Office in order for our calendars to be cooperative to each other's needs. **Therefore, these dates may need to change.***

Fall (usually November)—Round Table Forum TBA

The top NKU Administrators gather in a meeting with Staff Congress Members to hold round table discussions at which SC members may present the administrators with current issues that concerns his or her constituents. The administrators also let the SC members ask questions concerning each administrator's job and duties.

December End of the Semester Luncheon

Luncheon preceding the December meeting.

Staff Congress Open Forums a potential to be held when required

These forums give the staff the opportunity to present issues or concerns to the Staff Congress that they feel need to be given attention by the administration and other appropriate bodies on campus.

April & March

The nominations & election process runs through this time frame.

June Scholarship Awards Luncheon & Meeting

This luncheon is held to honor to the Staff Congress Ramey & Albright book awards, James Votruba; W. Michael Baker and A.D. Albright Scholarship recipients, the outgoing members of Staff Congress, and the new members.

### Academic Affairs

Name	E-Mail	EXT	MAILING	DEPARTMENT	TERM
*Sue Murphy Angel	<a href="mailto:murphy1@nku.edu">murphy1@nku.edu</a>	5666	GH 500A	College of Informatics	2020
Tina Altenhofen	<a href="mailto:altenhof@nku.edu">altenhof@nku.edu</a>	7689	GH 330	Infrastructure Mgt	2021
Tiffany Budd	<a href="mailto:buddt1@nku.edu">buddt1@nku.edu</a>	7954	UC 340B	International Education Center	2021
Ashley Coates	<a href="mailto:coatesa2@nku.edu">coatesa2@nku.edu</a>	5648	FA 312C	School of The Arts	2020
*Sara Conwell	<a href="mailto:conwells1@nku.edu">conwells1@nku.edu</a>	5898	UC122C	Educational Outreach	2020
Mike Irvin	<a href="mailto:irvinm1@nku.edu">irvinm1@nku.edu</a>		UC 210	Norse Advising	2021
Constance Kiskaden	<a href="mailto:kiskadenc@nku.edu">kiskadenc@nku.edu</a>	6567	UC415	Undergraduate Academic Affairs	2021
Amberly Nutini	<a href="mailto:hurstam@nku.edu">hurstam@nku.edu</a>	5947	BC 385	Exec Leadshp & Org Change	2021
Kimberly Wiley	<a href="mailto:wileyk2@nku.edu">wileyk2@nku.edu</a>	7528	UC425	Grad Ed, Research & Outreach	2021

### ADMINISTRATION & FINANCE

Name	E-Mail	EXT	MAILING	DEPARTMENT	TERM
Mary Barry	<a href="mailto:barrym3@nku.edu">barrym3@nku.edu</a>	5349	AC 812	Admin Finance VP Office	2020
Brandon Billiter	<a href="mailto:billiterb@nku.edu">billiterb@nku.edu</a>	6607	AC 235	Office of Student Account Services	2021
Ali Greer	<a href="mailto:greera1@nku.edu">greera1@nku.edu</a>	5120	AC726	Campus & Space Planning	2021
Dave Groesch	<a href="mailto:groeschend2@nku.edu">groeschend2@nku.edu</a>	7861	UC 252	Information Technology Central	2021
Ryan Straus	<a href="mailto:strausr2@nku.edu">strausr2@nku.edu</a>	6605	AC 617	Procurement	2021
Chris Witt	<a href="mailto:wittc@nku.edu">wittc@nku.edu</a>	6912	AC 107	Information Technology	2021

### CONTRACT

Tori Vogelgesang	<a href="mailto:vogelgesav1@nku.edu">vogelgesav1@nku.edu</a>	7812	CA270	Kentucky Campus Compact	2020
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### STUDENT AFFAIRS

Name	E-Mail	EXT	MAILING	DEPARTMENT	TERM
AJ Miller	<a href="mailto:millera5@nku.edu">millera5@nku.edu</a>	6498	SU 318	Student Engagement	2021
Diana Wallace	<a href="mailto:wallaced5@nku.edu">wallaced5@nku.edu</a>	5650	UC 440	Health, Counseling & Student Wellness	2020
Gina Yoon	<a href="mailto:yoong1@nku.edu">yoong1@nku.edu</a>	5749	JC	University Police	2021

### Operations & Maintenance (2 vacant positions)

Name	E-Mail	EXT	MAILING	DEPARTMENT	TERM
Chris Charnegie	<a href="mailto:charnegiec1@nku.edu">charnegiec1@nku.edu</a>	5661	MA 106A	Operation & Maintenance	2021
Brenda Maldonado	<a href="mailto:maldonadob2@nku.edu">maldonadob2@nku.edu</a>	5971	PA 100	Custodial Serv MC	2020
Terri Smith	<a href="mailto:smithm60@nku.edu">smithm60@nku.edu</a>	5971	PA 100	Custodial Serv MC	2021
Nick Thompson	<a href="mailto:thompsonn6@nku.edu">thompsonn6@nku.edu</a>	5971	MA 100	Electric Shop	2021

### AT-LARGE ~ Everyone's Rep~

Name	E-Mail	EXT	MAILING	DEPARTMENT	TERM
Cindy Ash	<a href="mailto:ashc@nku.edu">ashc@nku.edu</a>	5138	UC 122F	Student Support Services	2020
Chris Bowling	<a href="mailto:bowling@nku.edu">bowling@nku.edu</a>	7773		Learning Environment & Tech	2021
Krista Rayford	<a href="mailto:rayfordk1@nku.edu">rayfordk1@nku.edu</a>	5616	GH 504	College of Informatics	2020
Steve Slone	<a href="mailto:slones@nku.edu">slones@nku.edu</a>	5652	LN 100	Mail & Distribution	2020

### At-Large Filled Vacancy ~ Everyone's Rep~

Name	E-Mail	EXT	MAILING	DEPARTMENT	1 TERM
Vicki Cooper	<a href="mailto:cooperv2@nku.edu">cooperv2@nku.edu</a>	5742	SL 106B	Steely Library	2020
Sherri Jones	<a href="mailto:jones38@nku.edu">jones38@nku.edu</a>	5825	AC415	Enrollment Management	2020
Beth McCubbin	<a href="mailto:mccubbine2@nku.edu">mccubbine2@nku.edu</a>	5551	BC305B	College of Business	2020
Emily Rudd	<a href="mailto:rudde1@nku.edu">rudde1@nku.edu</a>	5114	BC314	College of Business	2020
Kimberly Sander	<a href="mailto:sandersk@nku.edu">sandersk@nku.edu</a>	6020	AC 601	Comptroller	2020
Anita Southwick	<a href="mailto:southwica1@nku.edu">southwica1@nku.edu</a>	5168	UC 405F	Research, Grants & Contracts	2020
Lori Thaxton	<a href="mailto:thaxtonl@nku.edu">thaxtonl@nku.edu</a>	5107	AC512	IT-Enterprise Systems Group	2020

### Director (2 vacant positions)

Robert Alston	<a href="mailto:alstonr1@nku.edu">alstonr1@nku.edu</a>	5147	SU 301	Office of Student Conduct	2021
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Vacancies in Inclusive Excellence; Legal Affairs & General Counsel; University Advancement; Athletics; Directors; O&M  
 \*2019-2020 Sue Murphy Angel, President; Sara Conwell, President-Elect

# 2019-2020 Meeting Schedule

## Regular Staff Congress Meetings

All regular Staff Congress meetings will begin promptly at **1 p.m. on the second Thursday of each month.** *(unless stated otherwise)* For Council of Congress Chairs & Congress Executive Team meetings, please refer to Staff Congress website or contact Grace Hiles [hilesgl@nku.edu](mailto:hilesgl@nku.edu)

All Congress meetings are open to the public.

On occasion, **changes might be made to meeting scheduled**, this is based on the needs of the university and discussion items that require special presentations or to work cooperatively with university administration. *These changes will be reflected on Congress agendas & we try to inform all representatives of these changes as soon as possible.*

Date	Room
<b>July 11, 2019</b>	SU 104
<b>August 8, 2019</b>	SU 104
<b>September 12, 2019</b>	SU 104
<b>October 10, 2019</b>	UC Ballroom
<b>Fall Roundtable – TBA</b> [traditionally, October/November] <i>Special guests: President's Cabinet</i> Discussion & Solutions Panel	
<b>November 14, 2019</b>	SU 104
<b>December 12, 2019</b> End of Semester Luncheon <i>Special guest: University President</i> Lunch at 12pm, Meeting 1 p.m.	UC Ballroom
<b>January 9, 2020</b>	SU 104
<b>February 13, 2020</b>	SU 104
<b>March 12, 2020</b>	SU 104
<b>April 9, 2020</b>	SU 104
<b>May 14, 2020</b>	UC Ballroom
<b>June (this date is yet to be saved, we will keep posted)</b> Scholarship Luncheon & Meeting	UC Ballroom
<b>July 9, 2020</b>	SU 104

# **STAFF CONGRESS CONSTITUTION**

In order to create a stronger bond within the staff, to promote cooperation among the administration, faculty, students, and staff of this University; we the staff of Northern Kentucky University do establish this Congress as the representative body of the staff of Northern Kentucky University. Further, we pledge to determine responsibility and to administer faithfully the policies and objectives which best fulfill the needs, concerns and interests of the staff and to exert to the utmost our efforts to help the University achieve its educational goals.

## **Article I – Name**

This organization shall be known as the Northern Kentucky University Staff Congress. The Staff Congress represents all staff employees at Northern Kentucky University. Staff is defined as employees who are neither a faculty member, academic department chairperson, student employee or academic dean, as defined in the Personnel Policy and Procedure Manual.

## **Article II – Purpose**

The Northern Kentucky University Staff Congress shall: create a stronger bond within the staff, solicit and express the opinions, suggestions, and recommendations of the staff on all matters of concern to the various staff constituencies and to the staff as a whole. The Staff Congress shall continually review all University policies and documents affecting staff affairs and welfare and make recommendations concerning these matters to the VP-Administration & Finance and to the Director of Human Resources. Likewise, the Staff Congress shall seek representation in all aspects of Northern Kentucky University governance.

## **Article III – Voting Eligibility**

All staff members who have successfully completed the probationary period as determined by the Office of Human Resources shall be eligible to vote in all Staff Congress general elections.

## **Article IV – Membership and Eligibility**

### **Section 1**

The Staff Congress shall consist of Representatives elected from their respective division by eligible staff members. The division, the date of, and the manner of the elections shall all be determined in the Bylaws of the Staff Congress.

### **Section 2**

The number of Representatives shall be prescribed by the formula determined in the Bylaws of the Staff Congress; the total membership of the Staff Congress shall consist of not more than thirty-five Representatives.

### **Section 3**

All staff members with a minimum of one year continuous University employment shall be considered eligible to seek election to the Staff Congress, provided they are not a member of any other University governing body or an ex-officio member as determined in the Bylaws of the Staff Congress.

### **Section 4**

Representatives shall be elected for a term of two years with the following exception: when a person serving the second year of term is elected as President-Elect, the term will be extended for one year. Each Representative shall retain his Congress seat until an election has been conducted to select a successor and the successor has been seated.

## **Section 5**

Each Representative shall have one vote only.

## **Article V – Officers**

### **Section 1 – Duly Elected Officers**

The Staff Congress shall elect two officers from its own membership: President-Elect and Secretary/Treasurer of the Northern Kentucky University Staff Congress.

### **Section 2 – Eligibility**

All members duly elected to the Staff Congress shall be eligible for election to the offices described in Section 1 of this Article, and only duly elected members of the Staff Congress may nominate or cast ballots in the election of any officer.

### **Section 3 – Duties**

The officers described in Section 1 of this Article shall perform the duties determined in the Bylaws of the Staff Congress and such other duties as are approved by the Staff Congress.

### **Section 4 – Term of Office**

Officers of the Staff Congress shall be elected to serve in the manner determined in the Bylaws of the Staff Congress. Officers shall remain in office until an election to select their successors has been conducted and the successors have been seated.

### **Section 5 – Limitation**

No Representative shall hold more than one office at any time. No officer may be elected to more than two successive terms in the same office.

## **Article VI – Meetings**

The Staff Congress shall meet at least once each month at a convenient time and day as determined in the Bylaws of the Staff Congress.

## **Article VII – Standing Committees**

Standing committees of the Staff Congress shall be established in the Bylaws of the Staff Congress.

## **Article VIII – Quorum**

A quorum for conducting all business of the meetings of the Staff Congress within the scope of this Constitution shall be fifty-one percent of the current elected membership

## **Article IX – Parliamentary Authority**

### **Section 1**

The Staff Congress shall be governed by the procedures contained in Robert's Rules of Order (latest revision) in the consideration of all matters properly referred.



## **Section 2**

Any conflict between the source cited in Section I of this Article and the Constitution and Bylaws of the Staff Congress shall be resolved in favor of the Constitution and Bylaws of the Staff Congress.

## **Section 3**

Where necessary and proper, the interpretation and application of the governing procedures outlined in the source cited in Section I of this Article shall be the responsibility of the Staff Congress Parliamentarian, who shall be appointed by the President of the Staff Congress.

## **Article X – Amendments**

### **Section I**

Any proposal to amend this Constitution shall be submitted by a petition signed by five Representatives of the Staff Congress. Amendment petitions must be submitted to the Secretary/Treasurer of the Staff Congress for placement on the agenda of the next regular meeting of the Staff Congress two weeks prior to said meeting of the Staff Congress.

### **Section 2**

A proposal to amend the Constitution shall be voted on at a regular meeting of the Staff Congress at which a quorum is present. If the proposal receives an affirmative, majority vote from those members present and voting, it shall be placed on the ballot in May.

## **Article XI – Ratification**

This Constitution shall go into effect when ratified by an affirmative vote of two-thirds of the total eligible staff members voting, and is approved by the Board of Regents.

**Amended May 2005**

# STAFF CONGRESS BYLAWS

## Article 1 - Representatives

### Section 1 - Responsibility

Staff Congress Representatives are bound to keep themselves informed and to represent the majority interests of their division.

### Section 2-Representation (Amended 04/2018)

- a) All staff employees who are eligible to vote and who have one or more years of continuous permanent service with Northern Kentucky University, as on the date of elections, are eligible to run for first time election to the Staff Congress.
- b) Staff employees who previously served on Staff Congress must wait one election year to run for re-election if they were dismissed due to absenteeism.
- c) Eligible staff employees may nominate themselves or be nominated (with permission) by another staff employee. Employees may only be nominated to represent their Division or at- large, and by the established dates.
- d) Staff Congress Representatives shall be elected to represent the divisions according to the most current NKU organizational chart as approved by the Board of Regents, and determined by the Credentials & Elections Committee.
- e) Four At-Large Staff Congress Representatives will also be elected. These at-large Representatives will be elected for a two year term. A division has been created for contract personnel. The contract position is a one year term. If, at the close of nominations, there are more vacant positions than candidates in a division, the vacant positions will become a Filled Vacancy Position. The candidates who were not elected in their division will be ranked numerically by the number of votes they received regardless of division. The Filled Vacancy Positions will be filled by these candidates. A Filled Vacancy Position is a one year term.
- f) Representation by division shall be re-evaluated every 3 years during the budget process (November-January) as to the number of employees in the division to ensure accuracy in representation, beginning with 2003, using the following formulas: Total number of NKU staff/non-faculty divided by 30 (number of divisional seats) = ratio of employees per Staff Congress representative. Total number of employees in a division divided by the ratio = number of Staff Congress seats per division. Total divisional seats will not exceed 30.
- g) The total number of elected Staff Congress representatives will be a maximum of thirty-five.

### Section 3 – Elections Process (Amended 11/2016)

- a) Staff Congress Elections shall be the responsibility of the Credentials and Elections Committee.
- b) Staff Congress Elections shall be conducted each year during the month of April.
- c) All Staff shall receive the announcement and explanation of the election process in March of each year.
- d) Nominations shall be accepted for a period of at least two full weeks. Nominations must be in by 4:30 p.m. of the final day.
- e) The Staff Congress Office Personnel and/or one member of the Credentials and Elections Committee shall be responsible for reviewing all nominations in his or her office.
  - 1. Nomination can be made by submitting the electronic nomination form, or by sending a signed copy of the paper nomination form to the Staff Congress office.
  - 2. The nomination must include the nominee's full name and division on the official nomination form.
  - 3. A current list of all nominees and their division shall be posted on the Staff Congress Website.
- f) The Call for Nominations Letter, the Nomination Form, Voting Procedures and Category Openings Letter will be sent to all eligible staff electronically. This information will also be available on-line at the Staff Congress Elections Website or in the Staff Congress Office.
- g) Two full weeks after the close of nominations, the elections process will be held for at least a two-week period.

- h) In the two-week period between the close of nominations and the elections, a sample ballot will be available by request through the Staff Congress Office.
- i) The Call for Nominations will be announced electronically.
- j) Voting will be done electronically. Absentee or paper ballot voting may be submitted to the Staff Congress Office Personnel.
- k) Eligible staff members who cannot vote during the designated times shall be allowed to vote by absentee ballot. Absentee ballot procedures will be included in the instruction packet mailed to each voter.
- l) All eligible staff members are permitted to vote on nominees from the entire ballot.

#### **Section 4 - Term of Office (Amended 11/2016)**

Each Staff Congress Representative should serve a two-year term with the following exceptions:

- 1. When the president chooses to serve a second year as President (with congress approval),
- 2. When a person who is serving the second year of their term is elected as President-Elect, their term will be extended for at least one year so they can serve as President the following year,
- 3. If the President chooses to serve a second year, the President-Elect is also allowed to serve a second year.
- 4. Contract positions are a one year term.
- 5. Filled Vacancy Positions are a one year term.

Terms of office begin on July 1 of each year.

#### **Section 5 – Vacancies (Amended 6/2008; 6/2015)**

- a) Vacancies occur when an elected Staff Congress representative terminates employment at Northern Kentucky University.
- b) Vacancies occur when an elected Staff Congress Representative submits a written resignation to the Staff Congress Executive Council.
- c) Attendance at Staff Congress meetings is important for effective representation of staff.  
An automatic vacancy occurs when, over the course of one July – June term, a Staff Congress representative has three consecutive unexcused absences at Staff Congress meetings, or a total of five absences.  
The Staff Congress secretary will notify the member after three unexcused absences. A Staff Congress member may at that time appeal to the Staff Congress President and the Executive Team. Excused absences include those due to extreme circumstances, such as funeral leave or approved family medical leave, which would be validated with Human Resources. The Staff Congress Executive Team will be responsible for approving any exceptions.  
Missing meetings due to normal job duties are not considered an excused absence and should be considered by an individual prior to deciding to run for Staff Congress.
- d) Replacements when a vacancy occurs will be chosen by recommendation by the Staff Congress Executive Council with approval by the Staff Congress and will serve until the next Staff Congress general election. Replacements may be chosen from the staff at-large with regard to the Division.
- e) Staff Congress members who no longer represent the original area to which they were elected, due to change in employment area, will serve until the next Staff Congress general election.

#### **Section 6 - Duties**

- a) Staff Congress Representatives are expected to attend all meetings and to serve on at least one standing committee.
- b) Staff Congress Representatives are expected to be familiar with the minutes of the previous meeting.

## **Article II - Director of Personnel Services**

The Director of Human Resources, by virtue of position, is the administrative liaison of Staff Congress.

## **Article III - Staff Regent Election – Rules and Regulations**

### **Section 1 - Organization and Execution of the Election**

The Staff Congress Credentials & Elections Committee shall organize and carry out the election of the regent and report the results to the campus community.

### **Section 2 - Eligibility of Candidates for Staff Regent**

The Staff Congress Credentials & Elections Committee chair shall obtain from Human Resources a list of staff and determine the eligibility of staff to become candidates for Staff Regent based on the below requirements. Questions of eligibility may be raised with the Staff Congress Credentials and Elections Committee. Questions of SOC, EEO or Employee Subgroup information can be raised with Human Resources. If an employee does not qualify based upon eligibility requirements, they are ineligible to run in the election for Staff Regent.

- a) Employee's primary assignment is categorized as staff
- b) Employee's primary assignment is categorized as full time
- c) Staff member has worked at NKU for at least 3 consecutive years, which may include grant or contract service
- d) Employee is not a member of the President's executive team
- e) Staff member does not occupy on an interim basis a position which would be disqualified based on the above eligibility requirements
- f) Should the sitting Staff Congress President choose to run for and be elected Staff Regent, the role of Regent cannot be assumed until the term of the presidency ends, whether through expiration or resignation

### **Section 3 - Further Considerations of Eligibility**

Elections to fill vacancies shall be for the unexpired term in the same manner as provided for the original election.

### **Section 4 - Eligibility to Vote for Staff Regent**

The Staff Congress Credentials and Election Committee shall obtain from Human Resources a list of staff and determine the eligibility of all staff to vote in the election for Staff Regent based on the below requirements. Questions of eligibility may be raised with the Staff Congress Credentials and Elections Committee. Questions of SOC, EEO or Employee Subgroup information can be raised with Human Resources.

- a) Employee's primary assignment is categorized as staff
- b) Staff member has successfully completed the 90-day probationary period
- c) Staff member does not occupy on an interim basis a position which would be disqualified based on the above eligibility requirements
- d) Employee is not eligible to vote in Faculty Regent elections

### **Section 5 - Call for Nominations**

The Staff Congress Credentials and Elections Committee shall issue a call for nominations, which shall include a listing of the eligibility criteria for running for Staff Regent. The call shall be sent out to all staff and published as a public notice. The announcement shall include:

- a) Eligibility requirements for running for Staff Regent

- b) Statement indicating that nominations and questions concerning the election procedures should be directed to the chair of the Staff Congress Credentials and Elections Committee
- c) Deadline for submissions of nominations, including the date and hour
- d) Statement indicating that the person being nominated must sign a statement indicating a willingness to serve as Staff Regent, if elected
- e) Statement specifying the duration of the tenure of the Staff Regent (3 years)

## **Section 6 - Announcement of Candidates**

The Staff Congress Credentials and Elections Committee will announce the names of the candidates, listed in alphabetical order, and the dates of the election, no fewer than seven calendar days before the election.

## **Section 7 - Provision of Rules to Candidates**

Each eligible nominee for the position of Staff Regent, upon becoming a candidate, will receive a copy of the procedural rules.

## **Section 8 - Open Forums**

Prior to the election, there will be two open forums for the Staff Regent candidates to meet with NKU staff and answer questions.

## **Section 9 - Ballot System and Voting Process**

At the discretion of the Staff Congress Credentials and Elections Committee, and in accordance with KRS 164.321 (7)(a), a secret ballot system will be developed for the election and made available to all eligible voters.

- a) Candidates' names will be listed on the ballot in alphabetical order
- b) Voting instructions will be included on the ballot
- c) If using paper ballots, voters shall vote for one candidate only by checking the box next to the name of the candidate he/she is voting for; if more than one name is checked, the ballot will be ruled invalid

## **Section 10 - Certification and Announcement of Election Results**

- a) Ballots will be verified and tallied by the Staff Congress Credentials and Election Committee when received by the voting deadline
- b) Immediately following the election, the candidates shall be notified by the chair of the Credentials & Elections Committee of the results of the election
- c) If the election yields a winner (with one candidate receiving a simple majority), the result will be announced to the campus community by the chair of the Staff Congress Credentials and Elections Committee
- d) If the election results in a tie between the candidates, a run-off election will be scheduled no sooner than five days following the public announcement of the new election; the procedure adhered to in the first election will be followed in subsequent run-off elections
- e) Immediately following any election, the name of the winner and the total votes cast will be available for candidates and other staff to review in the Staff Congress office

## **Article IV – Officers**

### **Section 1 – Officers**

The Staff Congress shall annually elect a President-Elect and Secretary/Treasurer.

The President-Elect will serve as President-Elect the first year, and as President the second year.

The following condition would constitute an exception: after the President's first term, he/she has the option to continue as President for a second year, with the approval of Congress. If the President chooses to continue and the Staff Congress approves, the President-Elect has the option to continue his/her term for a second year. The President, President-Elect, Secretary/Treasurer and Parliamentarian will comprise the Executive Council.

## **Section 2 - Eligibility for Office - Who May Vote (Amended 05/2009)**

All elected members of the Staff Congress are eligible for the offices of Secretary and Treasurer stated in Section 1 of this Article. The offices of President and President-elect shall require a minimum of 2 years and 1 year of Staff Congress service respectively. Only elected members of the Staff Congress may nominate or cast ballots in the election of any officer of the Staff Congress.

## **Section 3 - Nominating Committee**

- a) The Nominating Committee will be comprised of the current President of Staff Congress, the Chair of the Credentials and Elections Committee, and the President-Elect. The President-Elect will serve as Chair of this committee.
  - 1. After the results of the general Staff Congress elections in May are posted, the nominating Committee will prepare a slate of nominees for each office (President-Elect and Secretary/Treasurer). Exception - See Article III, Section 1. This slate of nominees will be presented at the June meeting.
  - 2. All candidates will be expected to give a brief introduction of themselves at the June meeting.
- b)
  - 1. The Nominating Committee will send a slate of candidates for office to all Staff Congress representatives prior to the July meeting.
  - 2. Nominations from the floor will be accepted at the July meeting with the nominee presenting a brief introduction at the time of nomination.

## **Section 4 - Elections of Officers**

- a) Elections to the offices stated in Section 1 of this Article shall be conducted at the July meeting of the Staff Congress.
- b) The Parliamentarian of the Staff Congress shall be the presiding officer for that portion of the meeting devoted to such elections. The parliamentarian shall appoint two members of the Staff Congress to serve as tellers in the counting of the votes cast in these elections. Any teller nominated for any office shall be ineligible to serve as a teller in the counting of the votes for the office to which he/she has been nominated, in which case the parliamentarian shall appoint a temporary teller to serve.
- c) An election to fill a vacancy in the office of either President Elect or Secretary/Treasurer of the Staff Congress shall be conducted at the next regular meeting after such vacancy occurs.
- d) Eligible staff members who cannot vote because of scheduled vacation during the election of officers should be allowed to vote by absentee ballot. Absentee ballot procedures should be determined and announced by the Credentials and Elections Committee.

## **Section 5 - Duties of the President**

The duties and functions of the President of Staff Congress shall be:

- a) To preside at all meetings of the Staff Congress.
- b) To determine, in consultation with the Secretary/Treasurer of the Staff Congress, the agenda for all meetings of the Staff Congress.
- c) To issue calls for both regular and special meetings of the Staff Congress through the Secretary/Treasurer and in accordance with Sections 3 and 5 of Article IV of these Bylaws.
- d) To receive all matters directed to the Staff Congress and to refer these to Staff Congress or to one of its

committees, as appropriate.

- e) To represent the Staff Congress in the university community and in the community at large.
- f) To appoint all ad hoc committees of the Staff Congress as set forth in Article VII of the bylaws and to appoint representatives to university wide committees.
- g) To enforce the Constitution and Bylaws of the Staff Congress.
- h) To exercise other duties and functions of a presiding officer as may be additionally specified by the Staff Congress.

#### **Section 6 - Duties of the President-Elect**

The duties of the President-Elect of the Staff Congress shall be:

- a) To preside at meetings of the Staff Congress in the absence of the president.
- b) To automatically become president when the presiding president's term of office expires. With exception as stated in Article III, Section 1.
- c) To become President of the Staff Congress in the event a vacancy occurs in the office of President of the Staff Congress and to notify members of the Staff Congress that he/she has become president.
- d) To represent the Staff Congress when appointed to do so either by the President of the Staff Congress or by the Staff Congress.
- e) To perform other duties as may be deemed necessary by the President of the Staff Congress.

#### **Section 7 - Duties of the Secretary/Treasurer**

The duties of the Secretary/Treasurer of the Staff Congress shall be:

- a) To keep accurate minutes of regular and special meetings of the Staff Congress.
- b) To distribute copies of the minutes of regular meetings to the membership of the Staff Congress preferably five working days prior to the next regular meeting of the Staff Congress.
- c) To distribute copies of the minutes of special meetings to the membership of the Staff Congress no later than three weeks following the special meeting of the Staff Congress.
- d) To keep a roll of the membership of the Staff Congress and an accurate record of each Representative's attendance at meetings of the Staff Congress.
- e) To assist the President in determining the agenda for meetings of the Staff Congress as set forth in Section 4 of Article IV of these Bylaws.
- f) To issue notices for all meetings of the Staff Congress as set forth in Section 3 of Article IV of these Bylaws.
- g) To preside at meetings of the Staff Congress in the absence of both the president and president-elect and to appoint a secretary pro-term to record the minutes of such meetings.
- h) To recommend to the Staff Congress, when necessary, a budget itemizing funds needed to sustain the operation of the Staff Congress.
- i) To perform other duties as may be deemed necessary by the President of the Staff Congress.

#### **Section 8 - Appointment and Duties of the Parliamentarian**

Within one week following the election of officers, the President of the Staff Congress shall appoint one member of the Staff Congress or a staff member at-large to serve as Parliamentarian of the Staff Congress. The duties of the parliamentarian shall be:

- a) To assist the President in maintaining order and decorum at meetings of the Staff Congress.
- b) To interpret and apply Robert's Rules of Order (latest revision) when so requested by either the President of Staff Congress or by motion duly adopted by the Staff Congress.
- c) To serve as presiding officer of the Staff Congress only for that portion of the July meeting of Staff Congress during which officers of the Staff Congress are to be elected in accordance with Section 3 of this Article.
- d) To keep and maintain an accurate and up-to-date copy of the Constitution and Bylaws and all amendments made thereto and to transmit the same to his/her successor.
- e) To serve as Parliamentarian for a term of one year concurrent with the term of the President of the Staff Congress.

## **Article V - Meetings**

### **Section 1 - Time**

The Staff Congress shall hold regular meetings as determined by the Executive Council.

### **Section 2 - Place**

The Staff Congress shall hold its regular meetings in a location determined by the Executive Council.

### **Section 3 - Notice of Meetings**

Written notice, stating the place, date, and hour of each meeting, shall be delivered to members of the Staff Congress not less than five working days before a regular meeting and not less than three working days before a special meeting.

### **Section 4 - Length of Regular Meetings**

Staff Congress meetings shall not exceed two hours in length. The time shall be kept by the President-elect.

### **Section 5 - Agenda**

The President of the Staff Congress, in consultation with the Secretary/Treasurer, shall determine the agenda for each meeting.

- a) All committees of the Staff Congress and individual members of the Staff Congress may submit agenda items to the Secretary/Treasurer not less than ten working days before a regular meeting.
- b) The Secretary/Treasurer of the Staff Congress shall deliver a copy of the agenda to each member not less than five working days before a regular meeting and not less than three working days before a special meeting.
- c) The order of the agenda shall be in accordance with Robert's Rules of Order (latest revision). Any conflict between this source and the Constitution and Bylaws of the Staff Congress shall be resolved in favor of the Constitution and Bylaws of the Staff Congress.

### **Section 6 - Special Meetings**

A special meeting of the Staff Congress may be called at the discretion of the president and shall be called within ten working days of a written petition submitted to the president by twenty-five percent of the members or by a majority vote of those present during a meeting of the Staff Congress.

### **Section 7 - Open Meetings**

Meetings of the Staff Congress shall be open to non-members. Visitors shall be seated separately from the representatives and will be recognized by the president only when prior arrangements have been made with the president.

## **Article VI - Voting**

### **Section 1 - Voting**

Voting during each meeting of the Staff Congress shall be by a method determined by the president at the time of the vote. The total vote shall be determined by the president, who may appoint two representatives to assist in totaling the number of votes.



## **Section 2 - Roll Call Votes**

A roll call vote may be called at the discretion of the president and shall be called upon request of a representative with concurrence of one-third of voting members present. A roll call vote shall be called automatically in case of a contested vote.

## **Section 3 - Quorum**

Article VIII of the Constitution provides that a quorum shall be fifty-one percent of the current elected membership.

## **Section 4 - Debate**

Debate or discussion shall be limited to twenty minutes per motion after said motion unless an extension of time is voted by two-thirds of voting members present. The time shall be kept by the president-elect.

## **Section 5 - Tie Votes**

The president or presiding officer shall vote only in case of a tie vote.

## **Article VII - Standing Committees of the Staff Congress**

### **Section 1 – Authority**

The President of the Staff Congress, in consultation with the Executive Council, may establish and/or dissolve standing committees as warranted.

### **Section 2 - Function**

It shall be the function of standing committees to provide the Staff Congress with working bodies that entail specific areas of responsibility to enable a planned and coordinated direction for the business of the Staff Congress.

### **Section 3 - Appointment**

- a) The Executive Council of Staff Congress shall annually appoint representatives to the standing committees.
- b) When vacancies occur on a standing committee, the Executive Council shall appoint a representative to serve the remainder of that year.
- c) A representative may serve on more than one standing committee when the need requires.
- d) Standing committees shall be composed of a minimum of five members including a chairperson and a vice-chairperson. One member should have served on that committee the previous year.
- e) The Executive Council shall establish an appropriate month for each of the standing committees to present to the Staff Congress a report reflecting the progress made in the past year, and its recommendation for developing plans and goals for the year ahead.

### **Section 4 - Standing Committees**

Current Standing Committees are:

- a) **Policies Committee**  
This committee shall function in an advisory and coordinating capacity to continuously make recommendations for adjustments, improvements, and refinements in all personnel policies. The committee shall also study other matters as may be referred by the Staff Congress.
- b) **Benefits Committee**  
This committee shall function in an advisory and coordinating capacity to continuously make

recommendations for adjustments, improvements, and refinements in all personnel benefits. The committee shall also study other matters as may be referred by the Staff Congress.

c) **Credentials and Elections Committee**

The basic goal of the Credentials and Elections Committee shall be to conduct continuing studies of the structure of the University support staff in order to insure that the Staff Congress continues to represent all Staff employees fairly. In addition, the Credentials and Elections committee shall be charged with the certifying of candidates for election, the conduct of elections of Representatives to the Staff Congress as set forth in Article I of these Bylaws and such other matters as may be referred by the Staff Congress.

d) **Liaison Outreach Committee**

The Liaison Committee shall maintain continuing liaison with the Faculty Senate, Student Government, the administration, and other University governing bodies that may be pursuing similar or common goals to facilitate coordination and permit joint effort and cooperation on matters of mutual interest and direction.

e) **Constitution and Bylaws Committee**

This committee shall continuously make recommendations for adjustments, improvements, and refinements to the Constitution and Bylaws. The committee shall also study other matters as may be referred by them Staff Congress.

## **Section 5 - Chairpersons of Standing Committees**

- a) Following the Executive Council appointments, each committee shall elect, by a majority vote, a chairperson and vice-chairperson.
- b) Duties of Standing Committee Chairpersons shall be:
  - 1. To call for and preside at all meetings.
  - 2. To determine the agenda for each committee meeting.
  - 3. To insure that all matters, as may be referred to the committee by the Staff Congress, are followed through to conclusion.
  - 4. Where necessary, to insure that committee conduct is governed by procedures contained in Robert's Rules of Order (latest revision) in the consideration of all matters so referred.
- c) Duties of the vice-chairperson shall be to assume the duties of the chairperson in his/her absence.

## **Article VIII - Ad Hoc Committees**

### **Section 1 – Authority**

The President of the Staff Congress, in consultation with the Executive Council, may appoint and/or dissolve such ad hoc committees as may be necessary for accomplishment of certain specific projects and for special purposes. Composition of ad hoc committees shall be recommended by the Executive Council.

### **2 - Limitation**

An ad hoc committee that has responded and completed its assigned task or project is automatically discharged.

### **Section 3 – Appointments**

These appointments shall expire with the term of the President of Staff Congress.

## **Article IX - University-Wide Committees**

### **Section 1 - Appointment**

The President of the Staff Congress, in consultation with the Executive Council, may appoint

Representatives to University-wide committees as necessary. Appointments made shall be temporary pending confirmation by the Staff Congress. The President of the Staff Congress shall report appointments so made at the next regular meeting of the Staff Congress. A majority vote of those present shall be required to confirm each appointee.

## **Section 2 - Term**

Representatives appointed to University-wide committees shall serve for the term specified by the committee or for that portion of the committee term concurrent with their term of office in the Staff Congress. If no term is specified by the committee, the Representative shall serve concurrent with his/her term of office.

## **Section 3 - Reports**

Appointees to University-wide committees shall report to the Staff Congress the proceedings of University- wide committee meetings at the meeting of the Staff Congress following said University- wide committee meeting.

## **Article X - Amendments to the Bylaws**

### **Section 1 - Petition**

Any proposal to amend these Bylaws shall be submitted by a written petition signed by two Representatives of Staff Congress at any regular Staff Congress meeting.

### **Section 2 – Process**

Amended Bylaws will be presented at a Staff Congress meeting for first reading. Discussion will be given at this meeting. At second meeting the members may, by a majority vote of members (which a quorum is present), accept or reject amendments and/or changes to the Bylaws.

<b>Amended</b>	<b>04/2007</b>
<b>Amended</b>	<b>06/2008</b>
<b>Amended</b>	<b>05/2009</b>
<b>Amended</b>	<b>12/2009</b>
<b>Amended</b>	<b>06/2015</b>
<b>Amended</b>	<b>11/2016</b>
<b>Amended</b>	<b>08/2017</b>
<b>Amended</b>	<b>04/2018</b>

## **2019 Current Ad-Hoc / University Committees are:**

### **ITAC**

The Information Technology Advisory Committee (ITAC) exists to advise the Office of Information Technology on topics related to the role of technology in support of our campus.

### **Transportation**

The Purpose of the Transportation Advisory Committee is to review, develop and recommend long-range planning issues involving parking and transportation at Northern Kentucky University. The committee shall provide assistance and relevant input to the University Police Department that supports the academic, cultural, operational and social activities of the university.

### **Staff Congress Roundtable Event (Ad-Hoc; Chaired by President Elect)**

The SC Roundtable Committee is comprised of Congress members, traditionally chaired by the President-elect of Congress, to discuss one of the largest, most informative events of the year. Discussions and planning include, but not limited to, administrative guest list, format, questions, concerns and overall process of the actual event.

### **Regents Distinguished Service Award**

The selection committee is composed of representatives from the university's organizational units, Staff Congress, the Board of Regents, and the previous year's award recipients. The Regents Distinguished Service Award recognizes individual staff employees who have made exemplary contributions to the growth, image, or efficient operations of the University.

### **Food Services Advisory**

The Food Advisory Committee meets several times a semester to discuss campus wide food services. Although we tend to spend a good deal of time discussing residential meal services we are open to discussing any of the food service disciplines, residential, retail, catering, BOK, or satellite operations that operate on-campus. Additionally, a good deal of time is spent discussing the food service options in the Student Union. Advisory Committee topics include, menus, concepts, pricing, and hours of operations especially for holiday periods and the summer.

### **Wellness**

The Healthy Workplace Committee advocates for NKU employees by listening and responding to their needs and desires regarding a healthy workplace culture. The committee acts as a vehicle for positive change, empowering the NKU community to take shared responsibility for the health and well-being of the individual and the organization.

### **Benevolent**

The association's mission is to provide sustenance to NKU employees who are experience changing life circumstances in need of a helping hand. The seven faculty and staff members of the association are appointed by the president of the university and can serve up to a three-year term. There are also two permanent ex-officio members.

### **NKU Sustainability**

Sustainability at NKU takes on many different forms. From finding ways to save energy to giving students the tools to become the next sustainability champions, sustainability can be found within the bedrock of our campus. The university recognizes its unique position in the community and has therefore committed to the ambitious goal of carbon neutrality by 2050. In time, NKU will grow, technologies will advance, and the environment will change; thus, our strategies for achieving our goals will continue to evolve.

## Committee Preference Selection

**All representatives\* are expected to serve on a Standing committee. (Please refer to Bylaws)**

We would like to give you the opportunity of serving on a committee you would **prefer--if it is at all possible**. This will be done in the rate in which they are received. If you do not turn in a committee preference, the executive team will decide your placement. We may also have openings on the Staff Congress Executive Team.

We are required *in accordance to the Staff Congress by-laws to have a minimum of 5 members per committee*. Please indicate below if you would like to be put on the ballot for secretary, as well as your committee preference by completing the form below and return to Grace, by mailing it to the Staff Congress Office, AC 105 by **Friday June 28, 2019** or send it via email to [hiles1@nku.edu](mailto:hiles1@nku.edu)

We are also looking forward to working with those returning for the second year of their term and we hope you will continue to serve on the committee you did previously to bring your knowledge and experience to the new members on the committee.

For the new representatives, please select a committee of your preference, with which you will share your knowledge and/or experience.

\*\*\*\*\*

**I would like to run for the Staff Congress Executive Team position of:**

Secretary \_\_\_\_\_

**\*Please read Article IV – Officers of the Staff Congress By-laws to ensure your qualifications for office. Executive Team positions are time consuming; please take this in consideration of your decision.**

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**My preference for Standing Committee Membership is:**

(Indicate your ranking by numerical order **1 as most preferred** and **6 as the least preferred**)

Benefits \_\_\_\_\_

Constitution & Bylaws \_\_\_\_\_

Credentials & Elections \_\_\_\_\_

Policies \_\_\_\_\_

Outreach \_\_\_\_\_

Scholarship \_\_\_\_\_

Name \_\_\_\_\_  
(PLEASE PRINT)

**Staff Congress Committee Membership  
2019-2020**

**Council of Chairs meets the 1<sup>st</sup> Thursday of the month at 10am**

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**Executive Council**

President: Sue Murphy Angel      President Elect: Sara Conwell  
Secretary: \_\_\_\_\_ Parliamentarian: \_\_\_\_\_

<b>Benefits</b>  Chair(s) Time & Place	<b>Policies</b>  Chair(s) Time & Place:
<b>Constitution &amp; By-Laws</b>  Chair(s) Time & Place	<b>Credentials &amp; Elections</b>  Chair(s) Time & Place:
<b>Liaison/Outreach</b>  Chair(s) Time & Place	<b>Scholarship</b>  Chair(s) Time & Place:
<b>University Committees</b> Transportation:  Technology:  Regents Distinguished Service Award  Staff Congress Round Table Event ➤ President-Elect Chairperson:  Food Services Advisory:  Wellness:  Benevolent:  Sustainability:	