

<b>University of North Carolina</b>		<b>Governance Committee</b>
<b>Staff Assembly</b>		<b>7/27/2010</b>
<b>Committee Chairman</b> Steven A. Carlton	<b>Last Meeting Date:</b> 4/28/2010	<b>Delegates in Attendance</b> Joyce Shaw, Shellee Rust, Chris Miller, Steve Carlton, Randy Colby, Janet Royster
<b>Next Meeting Date:</b> <b>Time:</b>		

**KEY POINTS: SEE ATTACHED MINUTES AND TASK LIST**

**RECOMMENDATIONS AND RATIONALE**

<b>RECOMMENDATION</b>	<b>RATIONALE</b>

**ITEMS REQUIRING DELEGATES ASSISTANCE**

<b>Item</b>	<b>Action Items</b>	<b>Contact(s)</b>	<b>Due Date</b>
1.			
2.			
3.			
4.			
5.			

**ADDITIONAL INFORMATION:**

Attach any additional information such as resolutions, templates, forms.

UNC Staff Assembly  
Governance Committee  
Meeting Minutes  
Teleconference  
04/28/2010

Members in attendance: Joyce Shaw, ECSU, Shellee Rust, ECSU, Chris Miller, UNCA, Steve Carlton, NCSU, Randy Colby, NCSU, Janet Royster, UNC TV

Steve called the meeting to order at 10:02 am.

Steve opened the meeting with two items to discuss:

- 1) Update of the By-laws to include changing of the title of the PIO (Public Information Officer) to Communications Officer.
- 2) Update Policy and Procedure Manual.
  - a. Shellie Rust presented a draft Policy and Procedures Manual to the committee for review and comments. She would like all comments back to her from the committee in one week (May 5).

Janet Royster commented that the committee discussed, at its last meeting but never decided, what constitutes a quorum and how many votes are needed to amend the By-Laws. This needs including in the policy/procedures manual.

-The committee decided to define a quorum as  $\frac{1}{2}$  of the voting delegates of the Assembly. For example: with 52 delegates quorum would be 26 delegates.

- The committee concluded that the assembly would need  $\frac{2}{3}$  of the delegates present to amend the by laws. For example: If the Assembly had quorum (26 delegates) then a  $\frac{2}{3}$  vote of the delegates present would be needed to amend the bylaws.

The committee also discussed how a change to the by-laws would be made. The consensus was that any delegate can present in writing to the executive committee a proposed change to the by-laws at least 1 month prior to the next called meeting of the assembly. The proposed change must be in writing and circulated to the assembly delegates 1 month prior to the next called meeting of the assembly.

The nominations committee forwarded two items for the committee to address:

- 1) Is it still necessary to have in the by-laws or is it in the by-laws language stating “No two people can serve on the Executive Committee from the same institution concurrently”. Joyce explained that the question came up in the Nominations committee and that the committee believed that there would be an unequal vote on the executive committee if two members were from the same institution.
  - a. The committee felt this was a non issue due to the fact that committees bring forward issues for vote to the main body of the assembly and rarely

vote if at all on items in committee. The consensus was that most committees vote to approve minutes and that is about all.

2) What is the role of delegates whose term is up on their campus assemblies but not on the UNC Staff Assembly until October?

a. The committee felt that this is an issue that should be addressed by each individual campus assembly. However, the committee did see a need to clarify the role of delegates going off and coming on. The by-laws state that terms of delegates, except initial delegates, shall begin on July 1. Staff assembly delegates shall serve through June 30 or until successors are selected. This could pose a problem for committee chairs that are rolling off of their campus assemblies. Committee chairs are selected at the October assembly meeting.

Group Tasks:

Update by-laws: Joyce Shaw  
Meeting Minutes: Chris Miller  
Policy/Procedure Manual: Shellee Rust  
Quorum Issue: Janet Royster.

The group decided to work on tasks assigned via e-mail. Steve will call the next meeting if needed.

Meeting adjourned at 11:40 am.

Respectfully submitted;

Chris Miller

### UNC Staff Assembly Governance Committee tasks

1. Amending Bylaws: Need an article in the Bylaws about how to amend them. (2/3 majority vote?)
2. Define a Quorum for the Staff Assembly in the Bylaws.
3. Position title change: Change the Public Information Officer to VP of Communications.
4. Job description: Create a job description for Parliamentarian.
5. Update or add section: add or update the section on meeting attendance (for Staff Assembly meetings, we need something that says that Delegates shall not miss a certain amount of meetings, video or in-person. That an alternate needs to be present if any delegate is to miss a meeting unless otherwise noted (emergency, no alternate available)) (for committee meetings something needs to be added about delegates and or Committee Chairs missing a certain amount of committee meetings).
6. Removal from Office: Should also apply to committee chairs and committee members
7. Clarification on who can serve on the Executive Committee: If a delegate has just one year left to serve on the Assembly, can they be elected for a two year commitment in an office?
8. Should a definition for the At-Large position delegates be added to the Bylaws under III.A.: Officers Definitions and Responsibilities?
9. Update wording for section IV.C.: Executive Committee: Powers and Duties to change “No recommendations of the Executive Committee shall conflict with actions approved by the Assembly” so that it does not limit the Executive Committee’s powers as much.

### Procedures Manual

1. Officer descriptions – duties and responsibilities
2. Secretary/Treasurer position – duties and responsibilities
3. Committee descriptions, duties and responsibilities
4. Chair, vice chair and secretary for all committees
5. Procedures for amending bylaws (check in bylaws)
6. Budget process
7. Access to financial records
8. Travel expense reimbursement