

STAFF ASSEMBLY BY-LAW CONFIRMATIONS

On October 6, 2009, several by-law changes were proposed to the Staff Assembly. Said proposals were presented, discussed and approved. Unfortunately, without a section in our by-laws that describes the procedure for amendment, we must default to *Robert's Rules of Order* and use the procedure described therein.

In researching the correct procedure, we discovered that all proposed changes require prior notice. Consequently, the votes taken on October 6, 2009 and April 13, 2010 need to be confirmed at this meeting. We have met the requirement of prior notice and need the formal approval of the Staff Assembly as a whole.

The changes that were previously presented in October are as follows:

Article II, Section A,

1. The Assembly will be composed of three representatives (hereafter called "delegates") of each of the constituent institutions and of the General Administration of The University of North Carolina. The institutional staff organization that houses the Chair of the UNC Staff Assembly shall have three voting delegates.

Article II, Section B,

2. Each ~~constituent institution shall initially select one delegate for each of a one year, a two year and a three year term. Initial delegates shall be selected by September 1, 2006, by a vote of the elected members of the staff organization.~~ Thereafter, each institution will select one delegate by May 15 each year for a three-year term by the method specified in the by-laws of the staff organization.

Article III, Section A,

5. The Past Chair or the Chair-Elect will serve as Parliamentarian for the Assembly. ~~The Past Chair or Chair-Elect will also serve as the chairperson of the Governance Committee.~~
6. Public Information Officer.
The Public Information Officer responsibilities will include but are not limited to: Newsletters, website, distribution, internal and external communication. Additionally, the Public Information Officer will chair the Communications Committee.

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Article III, Section C,

The officers ~~other than including~~ the Chair shall serve for ~~one year~~ two years from the date of election

or until their successors are elected. The Chair shall serve a two-year term. The terms of the Vice Chair and Public Information Officer shall be staggered. The terms of two of the four At Large Mmbebers will be elected on off years. No _____ officer shall hold more than one office at a time.

Article V

A. The following shall be Standing Committees for the UNC Staff Assembly: Budget and Planning; Human Resources, Diversity and Benefits; Campus Chairs; Communication and Technology; Governance; Staff Development; and Nominating.

B. The Chair shall establish any other committees to facilitate the work of the Assembly as is deemed necessary and appoint their membership.

The changes that were approved in April are as follows:

Article III, Section A.

5. The Past Chair or the Chair-Elect will serve as Parliamentarian for the Assembly.

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6. **Public Information Officer.**

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The Public Information Officer responsibilities will include but are not limited to: Newsletters, website, distribution, internal and external communication. Additionally, the Public Information Officer will chair the Communications Committee.

The Assembly voted to change the responsibilities of the Past Chair as follows:

The Past Chair shall serve as an advisor to the Executive Committee and will serve as an ex officio member of said committee.

The Assembly voted to change the name of the Public Information Officer to the Communications Officer to comply with NC State government regulations.

The Assembly voted to create a new Executive Committee position as follows:

7. **Parliamentarian.**

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The Parliamentarian shall advise the chairperson and delegates on all matters pf parliamentary procedure according to *Robert's Rules of Order Newly*

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Revised and ensure that all meetings are conducted according to the Bylaws and procedures.

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