The University of North Carolina
Staff Assembly

PROPOSED BYLAWS AMENDMENT

Name of Delegate	**Janet Royster**	**Date 10/4/10**	
Telephone (Work) (919) 549-7006		**School Name**	**UNC-TV at UNC-GA**

Current Bylaws affected: **Article II** **Section** **A**

a. Current Wording - Composition of the Assembly

i. 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.

ii. Every delegate shall be a permanent staff member of the institution he or she represents.

Proposed Bylaws Amendment (Please state wording exactly as you wish it to appear)

A. Composition of the Assembly

i. Delegates.
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. Every delegate shall be a permanent staff member of the institution he or she represents.

ii. Alternates

iii. Other Participants
   a. *Ex officio* members
   b. Institutional Representatives

Rationale: The new language includes every participant in the Staff Assembly's work and operation.

_____
Delegate's Signature

Date Presented to Parliamentarian _____ **Governance Committee**_____
Pass _____ Fail*_____
Executive Committee_____ **General Delegates** _____
Pass _____ Fail* _____ Pass _____ Fail* _____

Effective Date for Implementation_____

*** Respond to submitting Delegate in writing if Proposed Amendment fails.** **Form Revised - 10/7/08**

The University of North Carolina
Staff Assembly

PROPOSED BYLAWS AMENDMENT

Name of Delegate	**Janet Royster**	**Date 10/4/10**	
Telephone (Work)	**(919) 549-7006**	**School Name**	**UNC-TV at UNC-GA**

Current Bylaws affected: Article II Section B

a. Selection and Terms of Delegates

i. Each institutional staff organization shall establish a method for selecting the three delegates from that institution. At least one delegate from each institution shall be the current chair of the institution's staff organization. Each staff organization may also select an alternate delegate.

ii. Each staff organization may also elect an alternate in accordance with the Bylaws of their staff organization. Alternates must attend meetings in place of elected delegates who cannot attend. Alternates have no voting rights except when representing an elected delegate. When not representing an elected delegate, alternates may attend meetings on their own time and not at the expense of the UNC Staff Assembly.

iii. Each institution will select one delegate by May 15 of each year for a three-year term by the method specified in the bylaws of the staff organization.

iv. Terms of delegates, except the initial delegates, shall begin on July 1. Assembly delegates shall serve through June 30 or until their successors are selected.

v. If a vacancy occurs, the institution may fill the vacancy for the remaining portion of the term in accordance with the staff organization's bylaws.

vi. The immediate past Chair of the Assembly shall serve the Assembly as an ex-officio non-voting member of the Assembly.

vii. The President of The University of North Carolina, or his/her designee, shall serve the Assembly as a non-voting ex-officio member.

viii. Ex-officio members do not count in determining a quorum.

Proposed Bylaws Amendment (Please state wording exactly as you wish it to appear)

B. Selection and Terms of Delegates and Alternates

i. Each institutional staff organization shall establish a method for selecting the three delegates from that institution. At least one delegate from each institution shall be the current chair of the institution's staff organization. Each staff organization may also select an alternate delegate.

ii. Each institution will select one delegate by May 15th of each year for a three-year term by the method specified in the bylaws of the staff organization.

iii. Terms of delegates shall begin on July 1st of each year and shall be staggered to assure continuity of representation. Assembly delegates shall serve through June 30 or until their successors are selected.

iv. Each staff organization may also elect an alternate in accordance with the Bylaws of their staff organization.

v. Terms of alternates shall begin on July 1st of each year and shall be for a period of one year.

vi. If a vacancy occurs, the institution may fill the vacancy for the remaining portion of the term in accordance with the staff organization's bylaws.

vii. The immediate past Chair of the Assembly shall serve the Assembly as an ex-officio non-voting member of the Assembly.

viii. The President of The University of North Carolina, or his/her designee, shall serve the Assembly as a non-voting ex-officio member.

ix. Ex-officio members do not count in determining a quorum.

Rationale: This change recognizes the role of Alternates and clarifies the terms of delegates so that the Assembly can function efficiently and effectively.

Delegate's Signature

Date Presented to Parliamentarian _____ **Governance Committee**_____
Pass _____ Fail*_____

Executive Committee_____ **General Delegates** _____
Pass _____ Fail* _____ Pass _____ Fail* _____

Effective Date for Implementation_____

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The University of North Carolina
Staff Assembly

PROPOSED BYLAWS AMENDMENT

Name of Delegate	**Janet Royster**	**Date 10/4/10**	
Telephone (Work) (919) 549-7006		**School Name**	**UNC-TV at UNC-GA**

Current Bylaws affected: Article II Section C

C. Meetings of the Assembly

1. A regular meeting of the Assembly shall be conducted four times per fiscal year in accordance with a schedule published and distributed no later than July 1 of each year to Assembly delegates by the Secretary of the Assembly.

2. Special meetings

   (a) The Chair may call special meetings as needed.

   (b) Within five days of the receipt of a request signed by at least twelve delegates, the Chair shall be required to schedule a special meeting of the Assembly. This special meeting shall be conducted within ten working days of the notice of the special meeting.

3. The Chair shall be required to convene a special meeting of the Assembly within ten (10) days of the receipt of a request for such a meeting signed by the President of The University of North Carolina.

4. Meetings of the Assembly shall be conducted in accordance with North Carolina's Open Meetings Law.

D. Attendance at meetings of the Assembly

1. A delegate must attend regular meetings of the Assembly in person. A delegate may attend any special meeting of the Assembly or any committee meeting by any means that allows for simultaneous two-way communication.

2. The Secretary shall keep records of attendance at each meeting of the Assembly.

3. A delegate who fails to attend two successive regular meetings without being excused may be removed by the Chair of the Assembly.

Proposed Bylaws Amendment (Please state wording exactly as you wish it to appear)

III. MEETINGS OF THE ASSEMBLY

A. Regular Meetings

i. Regular meetings of the Assembly shall be conducted four times per fiscal year in accordance with a schedule published and distributed no later than July 1st of each year to Assembly delegates by the Secretary of the Assembly.

ii. Meetings may be conducted in person or through electronic means (i.e., video conference or teleconference).

B. Special Meetings

i. The Chair may call special meetings as needed.

ii. Within five days of the receipt of a request signed by at least twelve delegates, the Chair shall be required to schedule a special meeting of the Assembly. This special meeting shall be conducted within ten (10) working days of the notice of the special meeting.

iii. The Chair shall be required to convene a special meeting of the Assembly within ten (10) days of the receipt of a request for such a meeting signed by the President of The University of North Carolina.

C. Open Meetings Law.

Meetings of the Assembly shall be conducted in accordance with North Carolina's Open Meetings Law.

Rationale: To create a new section III and renumber each successive section. The new section further defines meetings and the ability to transact business during regular and special meetings.

Delegate's Signature

_____

Date Presented to Parliamentarian _____ **Governance Committee**_____
Pass _____ Fail*_____
Executive Committee_____ **General Delegates** _____
Pass _____ Fail* _____ Pass _____ Fail* _____

Effective Date for Implementation_____

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The University of North Carolina
Staff Assembly

PROPOSED BYLAWS AMENDMENT

Name of Delegate	**Janet Royster**	**Date 10/4/10**	
Telephone (Work)	**(919) 549-7006**	**School Name**	**UNC-TV at UNC-GA**

Current Bylaws affected: Article III Section A

A. Definition and responsibilities

1. Chair

The Chair will be responsible for calling and conducting meetings of the Assembly and of the Executive Committee. The Chair shall represent the Assembly to the University administration and through the President to the Board of Governors. The Chair will appoint committee leadership and committee membership.

2. Vice Chair

The Vice Chair shall conduct meetings in the absence of the Chair and shall represent the Assembly in the absence of the Chair.

3. Communications Officer

The Communications Officer responsibilities will include but are not limited to: Newsletters, website, distribution, internal and external communication.

4. Chair-Elect

A Chair-Elect will be elected in the second year of the term of the Chair and shall have duties as designated by the Chair.

5. Parliamentarian

The Parliamentarian shall advise the chairperson and delegates on all matters of parliamentary procedure according to *Robert's Rules of Order Newly Revised* and ensure that all meetings are conducted according to the Bylaws and procedures.

Proposed Bylaws Amendment (Please state wording exactly as you wish it to appear)

A. Definition and responsibilities

i. **Chair**

The Chair will be responsible for calling and conducting meetings of the Assembly and of the Executive Committee. The Chair shall represent the Assembly to the University administration and through the President to the Board of Governors. The Chair will appoint committee leadership.

ii. **Vice Chair**

The Vice Chair shall conduct meetings in the absence of the Chair and shall represent the Assembly in the absence of the Chair. The Vice Chair shall also serve as the Chair of the Campus Chairs Committee.

iii. **Secretary Treasurer**

The Secretary/Treasurer will be responsible for minutes of the meetings of the Assembly and the Executive Committee. The Secretary/Treasurer will be responsible for communication of Staff Assembly business to delegates and the University staff through appropriate means. The Secretary/Treasurer shall be the custodian of any funds allocated to the Assembly.

iv. **Chair-Elect**

A Chair-Elect will be elected in the second year of the term of the Chair and shall have duties as designated by the Chair. The Chair-Elect shall serve as the liaison to the scholarship fund when there is no Past Chair and all standing committees with the exception of the Campus Chairs, Communications and Governance Committees.

v. **Past Chair**

The Past Chair shall serve as an advisor to the Executive Committee and will serve as an ex officio member of said committee. The Past Chair shall serve as the liaison to the scholarship fund and all standing committees with the exception of the Campus Chairs, Communications and Governance Committees when there is no Chair-Elect.

vi. **Communications Officer**

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

vii. **Parliamentarian**

The Parliamentarian shall advise the chairperson and delegates on all matters of parliamentary procedure according to *Robert's Rules of Order Newly Revised* and ensure that all meetings are conducted according to the Bylaws and procedures. The Parliamentarian will serve on the Governance Committee.

Rationale: This change reinstates the position of Secretary/Treasurer that was inadvertently omitted as a result of the October 2009 meeting and incorporates all of the elected officers. In addition, this change specifies duties for the Vice Chair and the Chair-Elect. It is also renumbered to be Article IV.

Delegate's Signature

_____

Date Presented to Parliamentarian _____ **Governance Committee**_____
Pass _____ Fail*_____

Executive Committee_____ **General Delegates** _____
Pass _____ Fail* _____ Pass _____ Fail* _____

Effective Date for Implementation_____

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The University of North Carolina
Staff Assembly

PROPOSED BYLAWS AMENDMENT

Name of Delegate **Janet Royster** **Date 10/4/10**

Telephone (Work) (919) 549-7006 **School Name** **UNC-TV at UNC-GA**

Current Bylaws affected: **Article III** **Section** **D**

None

Proposed Bylaws Amendment (Please state wording exactly as you wish it to appear)

D. Quorum

A Quorum shall consist of 2/3 of the total number of elected delegates.

Rationale: This is a new section and allows the Assembly to define a quorum instead of defaulting to *Robert's Rules of Order* which is 50% plus 1.

Delegate's Signature

_____

Date Presented to Parliamentarian _____ **Governance Committee**_____
Pass _____ Fail*_____
Executive Committee_____ **General Delegates** _____
Pass _____ Fail* _____ Pass _____ Fail* _____

Effective Date for Implementation_____

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Telephone (Work) (919) 549-7006 **School Name** **UNC-TV at UNC-GA**

Current Bylaws affected: **Article IV** **Section**

IV. EXECUTIVE COMMITTEE

A. Definition

The Executive Committee shall be composed of elected officers. The immediate past Chair shall serve as an ex-officio non-voting member of the Executive Committee. In addition, the Assembly will elect from the entire delegation four delegates to serve on the Executive Committee. The President of the University, or the President's designee, shall serve in an ex-officio non-voting capacity on the Executive Committee.

B. Meetings of the Executive Committee

1. The Executive Committee shall establish a regular meeting schedule.
2. The Executive Committee may meet in special session on the call of the Chair with a required notice of five (5) working days.
3. The Chair shall convene a meeting of the Executive Committee within ten (10) working days of the receipt of a request signed by a majority of the members of the Executive Committee.
4. The Chair shall convene a meeting of the Executive Committee upon the receipt of a request made by the President of the University.
5. The Chair may call an emergency meeting of the Executive Committee in accordance with the provisions of GS 143-318.12(b)(3).

C. Powers and Duties

The Executive Committee shall represent the Assembly in matters involving the Assembly and University policy; shall fix the hour and place of meetings; shall appoint special committees to study specific issues brought before it by delegates to the Assembly; shall make recommendations to the Assembly; and shall perform any other related duties. No recommendations of the Executive Committee shall conflict with actions approved by the Assembly.

Proposed Bylaws Amendment (Please state wording exactly as you wish it to appear)

V. EXECUTIVE COMMITTEE

A. Definition

The Executive Committee shall be composed of elected officers. The immediate past Chair shall serve as an ex-officio non-voting member of the Executive Committee and shall serve as a mentor for new members. The Assembly will also elect from the entire delegation four delegates to serve as At-Large Members of the Executive Committee. The President of the University, or the President's designee, the Associate Vice President for Human Resources and any other appropriate members of the staff at General Administration shall serve in an ex-officio non-voting capacity on the Executive Committee.

B. Meetings of the Executive Committee

i. The Executive Committee shall establish a regular meeting schedule.

ii. The Executive Committee may meet in special session on the call of the Chair with a required notice of five (5) working days.

iii. The Chair shall convene a meeting of the Executive Committee within ten (10) working days of the receipt of a request signed by a majority of the members of the Executive Committee.

iv. The Chair shall convene a meeting of the Executive Committee upon the receipt of a request made by the President of the University.

v. The Chair may call an emergency meeting of the Executive Committee in accordance with the provisions of GS 143-318.12(b)(3).

C. Powers and Duties

The Executive Committee shall represent the Assembly in matters involving the Assembly and University policy; shall fix the hour and place of meetings; shall appoint special committees to study specific issues brought before it by delegates to the Assembly; shall make recommendations to the Assembly; and shall perform any other related duties. No recommendations (replace this word with "actions") of the Executive Committee shall conflict with actions approved by the Assembly.

Rationale: The amendment defines the role of the Executive Committee and allows the committee to make propose changes to by-laws and policies and procedures. This section will also be renumbered as Article V.

Delegate's Signature

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Date Presented to Parliamentarian _____ **Governance Committee**_____
Pass _____ Fail*_____
Executive Committee_____ **General Delegates** _____
Pass _____ Fail* _____ Pass _____ Fail* _____

Effective Date for Implementation_____

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Current Bylaws affected: **Article VIII** **Section**

None

Proposed Bylaws Amendment (Please state wording exactly as you wish it to appear)

VIII. AMENDMENTS TO BYLAWS

A. Proposal

Any delegate to the UNC Staff Assembly may propose an amendment to the Bylaws. The proposal must be in writing and should be submitted to the Governance Committee.

B. Prior Notice

Proposed changes to the Bylaws must be submitted to all delegates prior to a scheduled vote.

C. Adoption

Amendments to the Bylaws of the UNC Staff Assembly shall become effective only upon approval by two-thirds (2/3) of the Assembly delegates present and voting at any regular meeting.

Rationale: This is a new section and allows the Assembly to proscribe by-law changes instead of defaulting to *Robert's Rules of Order.*

Delegate's Signature

_____

Date Presented to Parliamentarian _____ **Governance Committee**_____
Pass _____ Fail*_____
Executive Committee_____ **General Delegates** _____
Pass _____ Fail* _____ Pass _____ Fail* _____

Effective Date for Implementation_____

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