



**STAFF COUNCIL BYLAWS**  
**\*\* APPROVED – 12.2022 \*\***

**SECTION 1. GENERAL**

The UNM-Gallup Staff Council provides a forum for non-faculty staff to address issues of concern and to communicate those issues to the University.



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**SECTION 5. President-Elect**

The President-Elect serves in the capacity of a Vice President. The functions of the Office of the President- Elect are to:

- A. Serve as an advisor to the President.
- B. Succeed to the Office of the President if the President is unable to perform the duties of the Office of the President.



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Section 10. Secretary

The functions of the Office of the Secretary are to:

- A. Provide a written record of motions as presented or amended during meetings; read same to Council at the request of the President.
- B. Send summarized minutes of prior meeting, agenda, and related documents to all Councilors five working days before the next meeting.
- C. Provide orientation and training on Council procedures for new members of the Council and for Committee.
- D. Serve as a member of the Executive Committee and have one vote.
- E. Perform other duties as directed by the President or the Staff Council.

The University has designated one staff position to provide administrative support to the Staff Council. The functions of the administrative support person will be assigned by the Executive Committee, once the position is filled.



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**Section 1. General**

- A. The President appoints, with Staff Council approval, representatives to University-wide standing committee, joint faculty-staff committees, and other University committees, whether permanent or ad hoc in nature, whose membership includes both staff and non- staff membership. Unless otherwise provided in the charters of such committees, staff member terms shall be for one year. In no case shall staff representatives serve more than one two-year term without being reconsidered by the Staff Council.
- B. In consultation with each committee the President will submit for approval, a list of the proposed chairs and members of Staff Council committees. The Council may add or strike names on the Proposed Committee Rosters with majority approval of a motion to do so. Once the rosters are adopted, chairs and members will serve a one-year term but may serve successive terms.
- C. It is the responsibility of the chairperson of each committee to track membership on the committee and to report to the President and the Secretary when members have quit the committee. Non-attendance of a committee member at three consecutive meetings will be treated as a voluntary resignation.
- D.



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**SECTION 7. ATTENDANCE AT MEETINGS**

Attendance by Staff Council officers is required at all Staff Council meetings. Unexcused absence from three consecutive meetings will be considered nonfeasance and grounds for removal.

**SECTION 8. COUNCIL TERMS**

The term of each Staff Council officer will be for one year and begin with the organizational meeting.

**SECTION 1. RULES**

Robert's Rules of Order New Revised, latest edition, will govern all meetings of the Staff Council in all cases to which they are applicable and may govern all internal standing committees in which they are not in conflict with these bylaws or with standing rules—or any rules that may have been adopted by the Staff Council for the conduct of its meetings.

**SECTION 2. PARLIAMENTARIAN**

The president may appoint a parliamentarian subject to the approval of the Staff Council.

**SECTION 1. AMENDMENTS**

These bylaws may be amended by a two-thirds vote of the members

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