

Revised 4-13-16

Bylaws

The name of this organization shall be the University of California Agriculture and Natural Resources Staff Assembly (UC ANR Staff Assembly)

Section 1: Vision/Mission

The resolve of the University of California Agriculture and Natural Resources (UC ANR) Staff Assembly is to cultivate satisfied, dedicated and professional staff to work with UC ANR Senior Leadership and other members of the ANR community to promote the interest and welfare of all staff employees. This vision will be accomplished by:

- Reaching out to and receiving feedback from all UC ANR staff on issues of concern, thereby giving staff a collective voice to Senior Leadership.
- Offering opinions and recommendations to Senior Leadership on policies, processes and programs.
- Fostering an understanding of ANR's mission by providing learning and other opportunities to increase the exchange of knowledge in all aspects of the ANR community.
- Offering career training and professional development opportunities to all ANR staff to further career advancement.

Section 2: Membership, Meetings and Voting Eligibility

- All UC ANR staff, no matter the appointment type, are members of the UC ANR Staff Assembly.
- All UC ANR county-paid staff are members of the UC ANR Staff Assembly.
- A general meeting of the UC ANR Staff Assembly shall be held annually and offer remote access.
- Emergency or special meetings shall be convened by the Executive Committee chair, as necessary.
- All members of UC ANR Staff Assembly are eligible to vote at all general meetings or in ballot or online voting.

Section 3: Executive Committee

The Executive Committee shall consist of a chair, a vice chair/treasurer, a scribe, a program chair, a senior Council of University of California Staff Assemblies (CUCSA) delegate and a junior CUCSA delegate.

A majority (50 percent + 1) of eligible votes shall constitute a quorum for the transaction of business before the Executive Committee. Unless otherwise specified, voting results shall be determined by a simple majority of votes cast.

Chair

- I. Arranges at least four committee meetings per year.

- II. Provides timely notice of Executive Committee meetings.
- III. Presides over the Executive Committee and General Membership meetings.
- IV. In consultation with the vice chair and scribe, appoints committees and committee members from the general membership.
- V. In consultation with the vice chair, establishes the agenda for Executive Committee meetings.
- VI. Serves as an alternate delegate to CUSCA. (If the chair cannot so serve, assigns another executive committee member to do so.)
- VII. Assumes other responsibilities as specified elsewhere in the bylaws or as needed.

Vice Chair/Treasurer

- I. Assumes the duties of the chair in the absence of the chair.
- II. Drafts the annual budget.
- III. Processes all financial transactions on a monthly basis.
- IV. Consults with the chair and scribe on the appointment of committees and committee members.
- V. Assumes other responsibilities as specified elsewhere in the bylaws or as requested by the chair.
- VI. Serves as policy and procedure coordinator.

Scribe

- I. Takes and prepares Executive Committee minutes.
- II. Provides timely written minutes to all UC ANR Staff Assembly Executive Committee members.
- III. Consults with the chair and vice chair on the appointment of committees and committee members.
- IV. Works with the chair and program chair to send “thank you” letters to guest speakers.
- V. Assumes other responsibilities as specified elsewhere in the bylaws or as requested by the chair.

Program Chair

- I. Develops and submits to the Executive Committee for approval a list of possible topics for programs.
- II. Schedules programs, meetings and guest speakers and coordinates other details.
- III. Works with the chair and scribe to send “thank you” letters to guest speakers.

Senior CUCSA Delegate (May not be a represented employee)

- I. Serves as a liaison between UC ANR Staff Assembly and CUCSA with the primary responsibility of attending the UC ANR Staff Assembly Executive Committee meetings and transmitting information between the two groups.

- II. Attends the quarterly meetings of CUCSA to represent the interests of the UC ANR Staff Assembly.
- III. Attends all official functions of CUCSA meetings.
- IV. In conjunction with the Junior CUCSA Delegate, reports to the Executive Committee about CUCSA activities and initiatives.
- V. When there are CUCSA meetings in which voting on substantive issues will take place, delegate will work with Junior Delegate to circulate relevant written materials in advance of the last UC ANR Staff Assembly Executive Committee meeting prior to the CUCSA meeting.
- VI. Actively participate on a minimum of one committee or workgroup involving significant work between quarterly CUCSA meetings.
- VII. Actively participate in writing the final report of the committee or workgroup.
- VIII. Serves as a mentor to the Junior CUCSA Delegate.

Junior CUCSA Delegate (May not be a represented employee)

- I. Serves as a liaison between UC ANR Staff Assembly and CUCSA with the primary responsibility of attending the UC ANR Staff Assembly meetings and transmitting information between the two groups.
- II. Attends the quarterly meetings of CUCSA with the Senior CUCSA Delegate to represent the interests of the UC ANR Staff Assembly.
- III. Attend all official functions of CUCSA meetings.
- IV. In conjunction with the Senior CUCSA Delegate, reports to the Executive Committee about CUCSA activities and initiatives.
- V. When there are CUCSA meetings in which voting on substantive issues will take places, delegate will work with Senior Delegate to circulate relevant written materials in advance of the last UC ANR Staff Assembly meeting prior to the CUCSA meeting.
- VI. Actively participate on a minimum of one committee or workgroup involving significant work between quarterly CUCSA meetings.
- VII. Actively participate in writing the final report of the committee or workgroup.

Terms

- I. The term of office for the chair, vice chair, scribe, and program chair shall be for two years, beginning at the next Executive Committee meeting following election.
- II. Terms of the Executive Committee members will be staggered so that the board will not consist of all new Executive Committee members at any time (except for the initial committee).
 - a. In the inaugural year, the Executive Committee will consist of staff who volunteered and were selected to help create structure and process for the ANR Staff Assembly.

- b. Approximately one-half of the initial committee members will begin with a one-year term and the others will begin with two-year terms.
- III. CUSCA delegates serve two-year staggered terms, the first year as Junior Delegate and the second year as Senior Delegate. Junior Delegates become the Senior Delegate at the end of their first year. If the Junior Delegate can no longer serve, a new Junior Delegate will be elected at the next meeting of the Steering Committee. If a Senior Delegate can no longer serve, the Junior Delegate will become the Senior Delegate and will be allowed to complete the current year and serve one additional year, and the Executive Committee will choose a new Junior Delegate.
- IV. CUSCA delegates will be appointed by the Executive Committee vote in May. The chosen delegate must be named by June first with a term that commences July first.
- V. A person may hold the same office for a maximum of two consecutive terms and may serve in any combination of offices for no more than six successive years. A one-year break-in-service must follow the six successive years before re-election is possible.
- VI. The term of office of a person appointed to fill a vacancy shall be for the duration of the original term. Appointive terms shall not be considered in determining an individual's eligibility for subsequent election.

Vacancies

- a) Vacancies on the Executive Committee shall be filled through the appointment of an alternate selected from the general membership and approved by a majority of those committee members present.
- b) The term of office shall be for the original term.
- c) Terms served in this manner shall not be considered an elected term.

Dismissal

- a) At the discretion of the Executive Committee, three unexcused absences from scheduled meetings for which notice has not been given will be reason for dismissal from the committee.
- b) Any Executive Committee member may be dismissed from the committee for failure to follow the UC Statement of Ethical Values (http://www.ucop.edu/ethics-compliance-audit-services/_files/stmt-stds-ethics.pdf).
- c) Any dismissal motion must be passed by Executive Committee ballot with a two-thirds majority carrying the vote.
- d) If a CUSCA delegate fails to fulfill his or her duties as a delegate, the officers of the CUSCA Council will work with the delegate to resolve impediments to fulfilling these duties. If a mutual resolution cannot be attained, the officers may find alternative solutions that may include a request to replace the delegate.

Elections

- a) The chair appoints a Nominating Committee at the March meeting of the Executive Committee.

- b) The Nominating Committee will include the appointed nominating committee chair and at least two UC ANR Staff Assembly members at large. Those seeking reelection to the Executive Committee are ineligible to serve on the Nominating Committee.
- c) Candidates shall be self-nominated or nominated by a member of the ANR Staff Assembly membership.

Section 4: Nominating and ad-hoc committees

Nominating Committee

- a) Recruits nominees for the Executive Committee.
- b) Recommends to the Executive Committee dates for the return of ballots in all elections.
- c) Conducts elections.
- d) Certifies the election results.
- e) Communicates election results to the Executive Committee for announcement to the general membership.
- f) Assures that all documents and records pertaining to the conduct of each election are retained in secure storage for one year.

Ad-hoc Committees

- a) Ad-hoc committees may be formed by the Executive Committee as needed.
- b) Terms for the ad-hoc committees will be determined by the Executive Committee.
- c) Chair of the ad-hoc committee will be appointed by the Executive Committee chair in consultation with the Executive Committee.

Section 3: Changing the bylaws

Any Executive Committee member may submit a bylaws amendment proposal to the Executive Committee for action.

- a) Bylaws may be amended by a two-thirds majority vote of the Staff Assembly Executive Committee.
- b) The newly elected Staff Assembly Executive Committee shall review the Bylaws at the beginning of each year.

