



The University of Vermont
Staff Council

Serving as a voice and advocate for all staff at UVM, since 1971.

STAFF COUNCIL PRESIDENTIAL POLICY STATEMENT

Policy Statement

The Staff Council President and Vice-President are required to adhere to University policies and procedures, UVM Staff Council Constitution and Bylaws, Staff Council Policies and Procedures, Membership Responsibilities and to fulfill the responsibilities of their duties.

Confirmed violations will result in removal from elected position.

Reason for the Policy

This policy provides guidance to the Staff Council by outlining both the grounds and the procedures for removing a President or Vice-President from leadership.

Applicability of the Policy

This policy applies to the President and Vice President of The University of Vermont Staff Council.

Policy Elaboration

The violation of any or all of the following are considered grounds for removal which include, but are not limited to:

- UVM Staff Council Constitution and Bylaws
- University Policies and Procedures
- Staff Council Policies and Procedures
- Staff Council Membership Responsibilities
- Staff Council President/Vice President Responsibilities and Duties

A finding of violation made under this policy requires that--(a) there be a significant departure from accepted practices; (b) the violation be committed intentionally, knowingly, or recklessly; and (c) the allegation be proven by a preponderance of the evidence.

The Staff Council President and Vice-President are expected to assume personal responsibility and accountability for understanding and abiding to all of the above. Staff Council shall be responsible to approve changes to the policy by a two-thirds majority vote.

Definitions

Preponderance of Evidence: the greater weight of the evidence. This preponderance is based on the more convincing evidence and its probable truth or accuracy, and not on the amount of evidence. Thus, one clearly knowledgeable witness may provide a preponderance of evidence over a dozen witnesses with hazy testimony, or a signed agreement with definite terms may outweigh opinions or speculation about what the parties intended. Preponderance of the evidence is required in a civil case and is contrasted with "beyond a reasonable doubt," which is the more severe test of evidence required to convict in a criminal trial.

Forms

N/A

Contacts

Staff Council President
Staff Council Office
University of Vermont
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Related Documents / Policies

UVM Staff Council Constitution and Bylaws
Rv. September 1, 2009 <http://www.uvm.edu/~stffcncl/pdf/scbylaws090109.pdf>

Staff Council Working Relationships Policy Statement
http://www.uvm.edu/~stffcncl/pdf/scbylaws_workingrelationshippolicy.pdf

University *Common Ground* Statement
<http://www.uvm.edu/~president/?Page=miscellaneous/commonground.html>

Effective Date

Approved October 6, 2009
This will be the date the policy is approved by the President or other governing body.



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STAFF COUNCIL PRESIDENTIAL POLICY STATEMENT PROCEDURES

Procedures

Allegation

- Any member of the University staff, faculty or student body may report a perceived violation made by the President or Vice President.
- The Complainant must file a written, signed statement with the Staff Council Office within forty-five (45) calendar days of the knowledge of the event or decision on which the complaint is based.
- The written complaint must contain specific information concerning the alleged violation of the Constitution and Bylaws, policies and procedures or examples of failure to fulfill responsibilities.
- The President or Vice President will be given a copy of the written allegation by the Staff Council Office.

Investigation

- Along with Staff Council Administrator, two members of the Staff Council Executive Board will be selected by the Staff Council Office to review the written complaint.
- If the Staff Council Administrator and the selected members of the Executive Board come to a decision that the allegation warrants a more thorough inquiry they shall begin an investigation within ten (10) working days of receipt of the allegation.
- Investigation will include full review of complaint and interview with all parties who are subject to complaint. Witnesses will also be interviewed as deemed appropriate.
- Upon completion of investigation the Staff Council Office will provide a full investigative report to the Executive Board.

Formal Inquiry

- Discussion of removal of a President or Vice-President will appear on the next Executive Board Agenda for the Executive Board meeting immediately following the conclusion of the initial investigation.
- A special meeting may be called to expedite the inquiry.
- The Staff Council Office will notify the individual concerned that a discussion regarding removal from his/her position as President or Vice-President will appear on the next Executive Board Agenda.
- The Executive Board may interview anyone who could contribute information helpful to the inquiry.
- The President or Vice President shall have the opportunity to be heard and defend him/herself against the allegation, including the presentation of additional relevant evidence and witnesses.
- Discussion subsequent to the statement may require an executive session.

Conclusion of Formal Inquiry

- The Executive Committee shall recommend action to the Staff Council.
- Based upon their investigation, the Executive Board will determine whether the full Council should take up the discussion of the removal of the President or Vice President from office.
- The Board shall have ten (10) working days to decide this matter after the conclusion of the investigation.

Actions

- In addition to the procedures outlined in the Staff Council Constitution and Bylaws, revised May 5, 2009 (Article VI. Staff Council President E. Removal from Leadership) the procedures listed below will be followed:
 - The President or Vice President shall not vote on his/her own removal.
 - If two-thirds majority do not vote for removal, then the complaint will be dismissed.
 - Removal from a leadership role shall include removal from all the rights and responsibilities of elected Council membership for the remainder of the current term.
 - A President or Vice President who has been removed from office may run for an elected Staff Council position during the next regular election period.