



The Staff Council President's role is set within the Staff Council Bylaws. Article VI highlights specific responsibilities and duties as well as conditions of this position.

Article VI. Staff Council President

A. Qualifications

The stipulated qualifications for President of Staff Council are the same as the requirements for Regular membership (cf. Article V.B.1.). In addition, the President shall have a minimum of six months of Staff Council experience within the previous six years.

B. Election and Term of Office

1. The regular election for Staff Council President shall be held in May. Elections shall be by secret ballot, with at least one week allowed for balloting.
2. The president shall be elected to serve one two-year term, commencing July 1. They may choose to run for one additional two-year term as President at the conclusion of this term. After these two terms, they must wait at least one year before future service as Staff Council President.
3. The President shall be elected by and from the ranks of all staff members at the University of Vermont who are part of the Career/Pay System.
 - a. **Nominations for the office of President** shall be placed on the official ballot by the Nominating Committee.
 - b. **To be elected**, a candidate shall require a majority of affirmative votes. If there is more than one candidate, the candidate with the most votes shall be elected.
 - c. **Two members of the Executive Board** shall work with the Staff Council Office to review the election results. Any concern about the elections shall be forwarded to the Executive Board for appropriate action.
4. If the President is a Regular member of Staff Council at the time of election, s/he shall vacate his/her seat and shall cease to represent the unit from which s/he was elected.
5. Upon completion of his/her final year, the outgoing President shall serve as a member-at-large of the Staff Council, and shall sit on the Executive Board in the capacity of **Immediate Past President** for the period of one year, in order to offer transitional leadership to the Council.

C. Responsibilities of the President

1. The President shall **preside** at all Staff Council and Executive Board meetings, where s/he may vote in order to break a tie.
2. The President shall **manage** Council activities.
3. The President shall work with the Staff Council Administrator to **prepare** the agenda for Staff Council meetings.

4. In keeping with the **Representative Policy Statement** (cf. Article XIII.C.), the President shall appoint Staff Council members to the following positions:
 - a. Staff Council **Parliamentarian**, to serve for the entirety of the Council year.
 - b. Chairpersons of Staff Council **ad hoc committees**, when those committees are created by the President.
 - c. Representatives to **University committees**.
 - d. Representatives to **Board of Trustees committees**
5. The President shall serve in the following capacities:
 - a. **Ex officio member** of all Staff Council standing and ad hoc committees, where s/he may vote in order to break a tie.
 - b. Staff Council representative to the **University Leadership Meetings** (such as Fall and Spring Leadership Summits).
 - c. Staff Council representative to the **Executive Committee** of the Board of Trustees.
 - d. **Primary spokesperson** representing Staff Council before the administration and other University bodies, communicating information from those bodies to Staff Council and the larger UVM community.
 - e. **Official representative** of the Staff Council at University functions including Convocation and Commencement.

D. Vacancies

1. **A vacancy shall occur** when the President either resigns his/her seat, ceases to meet the qualifications for Council membership outlined in Article V, or is removed from office.
2. **In the event of a vacancy**, the Vice President shall serve as Acting Council President (cf. Article VII.C.1.).
3. **The Executive Board shall be charged** with the responsibility of determining whether there is sufficient time remaining in the presidential term to hold a special election, or whether the Acting Council President shall fulfill the remainder of the term.

E. Removal from Leadership

1. **The Executive Board shall maintain a Presidential Policy Statement** outlining both the grounds and the procedure for removing a President or Vice President from leadership. Staff Council shall be responsible to approve changes to the policy by a two-thirds majority vote.
2. **Removal from a leadership role** shall include removal from all the rights and responsibilities of Council membership.
3. **When removal becomes necessary**, the Executive Board shall bring the question of removal before Staff Council for a vote. Voting shall be by secret ballot, and removal shall require a two-thirds majority.

Staff Council President Duties and Responsibilities in Practice

2023-2025

Certain responsibilities and expectations of the President are not explicitly detailed within the Staff Council Bylaws. Duties in practice are listed below.

The Staff Council Office pays for 20% of the Staff Council President's salary for their two years of service through direct distribution. This is intended to compensate the President's home department for time the President spends on Staff Council business. While we estimate the President's time commitment at 20% of your time, please note that this time commitment is highly variable throughout the year! Some weeks (such as weeks with Board of Trustees meetings) you can expect to spend the equivalent of 20% of your time on Staff Council business, but there are many weeks when not much is actively happening and the time spent is much lower. The amount of time you can expect to spend is also highly dependent on how many initiatives you launch as you lead the Council, as well as how engaged you wish to be with the various Standing Committees.

If you, your supervisor, or your budget manager have any questions about policies regarding the Staff Council President's time commitment and funding, please get in touch with the Staff Council Office.

○ **Staff Council**

➤ **Meetings:**

The Staff Council President collaborates with the Staff Council Office staff to form agendas and create specific materials for the following meetings:

▪ ***Full Staff Council Meetings:***

Set agenda and facilitate Staff Council meeting on the first Tuesday of each month. When time permits, the Executive Board is included in the creation of this agenda.

▪ ***Executive Board Meetings:***

Set the agenda and facilitate Staff Council Executive Board meetings, which generally occur on the fourth Monday of each month.

▪ ***Standing Committee Meetings:***

Attend committee meetings when invited and when time permits. There are four standing committees: Compensation, Benefits, and Budget; Personal and Professional Development; Community Engagement; and Social. It is recommended that the President attend at least one meeting of each committee throughout the academic year.

▪ ***Staff Council Leadership Meetings with the University President and Special Assistant to the University President:***

The Staff Council President (along with the Staff Council Vice President and Council Administrator) meets monthly with Special Assistant to the University President to discuss Council business and staff related issues. They also meet on a quarterly basis with the University President to discuss these issues.

➤ ***Staffline Articles:***

The President or Vice President may write a brief letter or article for approximately half of the monthly *Staffline* newsletters throughout the academic year, every other month. The creation of these pieces can involve collaboration with the Staff Council Office staff. The University President submits letters for the other half of the year.

- **Outreach:**
When needed, the Officers reach out to UVM staff via letters. These opportunities can be coordinated with the Staff Council Office and often are scheduled to occur around a larger Staff Council initiative or event (e.g. Elections).
- **Retreat:**
In collaboration with the Staff Council Office and Staff Council Vice President, organize the annual Staff Council Retreat. The retreat is traditionally scheduled at the beginning of each Academic year, usually in October. The Staff Council President will play a major role in developing and designing the focus of the retreat which helps to organize the work of the Council throughout the year as well as the President's own initiatives.
- **End-of-Year Luncheon:**
Held in June and hosted by the University President, the End-of-Year Luncheon is an annual event to acknowledge the work of the Staff Council by the University President and provides an opportunity to recognize the efforts of Staff Council Representatives, standing committee members, and appointed representatives to university committees. During this event, the Staff Council President may give a small speech in addition to handing out certificates of recognition to outgoing Staff Council Representatives.
- **Our Common Ground Staff Award:**
The Staff Council President serves as the chair of the President's Our Common Ground Staff Award evaluation and review committee, and makes recommendations to the President. This committee is coordinated by university senior administration.
- **Staff Appreciation Week:**
Staff Appreciation Week includes a series of events usually held during the 3rd week of September to acknowledge all staff employees at the University of Vermont.
 - ***Social on the Green:***
The Staff Council President generally introduces the University President at this event. The Staff Council Office can assist in preparing some opening comments.
 - ***10 and 15 Year Luncheon:***
This event acknowledges those staff employees who have worked at the institution for 10 or 15 years and is held during the lunch hour. The Staff Council President is invited, but does not make any comments.
 - ***Staff Appreciation Dinner:***
This event acknowledges those staff employees who have worked at the institution for 20+ years and is held in the evening on or off campus. The Staff Council President is invited, but does not make any comments.
- **Staff Representative Appointments to UVM Boards, Committees, and Work Groups:**
In collaboration with the Staff Council Office staff, the Staff Council President reviews nominations and/or applications from staff employees for participation on UVM Boards, Committees, and Work Groups. Upon reviewing the particular information provided, the Staff Council President will make an appointment of a staff employee to serve for the designated term on these organizational bodies.

- **Board of Trustees**

- ***Staff Council Reports for the Board of Trustees:***
In collaboration with the Staff Council Office staff, submit a written report to the Board of

Trustees Coordinator approximately one month before the scheduled meeting for review and distribution to Board members.

- ***Board of Trustees Committee of the Whole:***
During the Committee of the Whole Meeting, the Board of Trustees will determine the method of reporting to the BoT which may include providing a brief update (two to four minutes) on the previously submitted Staff Council Report and the current status of Staff Council initiatives, address specific questions submitted the Staff Council President in advance of the COTW meeting, and or answer any questions put forth to you by Board members.
- ***Board of Trustees Executive Committee:***
Attend the Executive Board meetings as a staff representative. As Staff Council President, you are there to listen and ask questions, but do not vote or generally participate in the discussions. You will be asked to leave when the Executive Committee goes into executive session. Any action or information of interest from these meetings should be reported at Full Staff Council meetings.
- ***Honorary Degree Work Group:***
The Honorary Degree Work Group identifies those candidates who best meet the established criteria and places those recommendations before the UVM Board of Trustees at their May meeting. It is the University President's authority to select the Commencement speaker, in consultation with the Work Group. This is one of the few places where the Staff Council President is a voting member.
- ***Board of Trustees Dinner:***
As Staff Council President, you will be invited to attend the Board of Trustees retirement dinner for outgoing Trustees. It is recommended that you attend.

○ **Campus Leadership Responsibilities:**

The Staff Council President participates in several University leadership meetings for the purpose of providing staff perspectives on University actions and initiatives. The Council President provides a summary of these meetings at the monthly Staff Council Meetings and posts this same "President's Report" on the President's Staff Council webpage.

- ***Human Resource Services (HRS) Monthly Meetings with Staff Council Leadership:***
The Staff Council President (along with the Staff Council Vice President and Council Administrator) meets quarterly with UVM's HRS leadership team to discuss Council business and staff related issues.
- ***Convocation:***
The Staff Council President is a member of the platform party for the annual Convocation event, but does not make any official statements. This event generally occurs in late August and the Staff Council President is encouraged to attend the University President's luncheon with a guest prior to the Convocation ceremony. Regalia is required and can be arranged by the Staff Council Office, if needed.
- ***Commencement:***
The Staff Council president may give a two to three minute welcome address at the May Commencement Ceremony. The Staff Council President is a member of the platform party and is encouraged to attend the Platform Party Breakfast prior to the Commencement Ceremony. Regalia is required and can be arranged by the Staff Council Office, if needed.

Responsibilities of the Staff Council Vice

President 2023-2025

The Staff Council Vice President's role is set within the Staff Council Bylaws which highlights specific responsibilities and duties as well as conditions of this position.

Article VII. Staff Council Vice President

A. Qualifications

The stipulated qualifications for Vice President of Staff Council are the same as the requirements for Regular membership (cf. Article V.B.1.). In addition, the Vice President shall have a minimum of six months of Staff Council experience within the previous six years.

B. Election and Term of Office

1. The regular election for Staff Council Vice President shall be held in May. Elections shall be by secret ballot, with at least one week allowed for balloting.
2. The Vice President shall be elected to serve a **two-year term**, commencing July 1. S/he may later run for additional terms, but each term must be separated by a period of at least one year.
3. **The Vice President shall be elected** by and from the ranks of all staff members at the University of Vermont who are part of the Career/Pay System. The process for nomination and election of the Vice President shall be the same as for the President.

C. Responsibilities of the Vice President

1. The Vice President **shall perform the duties** of the President in the absence of the President.
2. The Vice President **shall accompany the President** to relevant University meetings whenever possible.
3. The Vice President **may be assigned special projects** and other duties by the President or the Executive Board.

D. Vacancies

1. **A vacancy shall occur** when the Vice President either resigns his/her seat, ceases to meet the qualifications for Council membership outlined in Article V, or is removed from office.
2. **In the event of a vacancy**, the Executive Board member with the greatest amount of time in service to the University shall assume the role of Acting Vice President.
3. **The Executive Board shall be charged** with the responsibility of determining whether there is sufficient time remaining in the Vice Presidential term to hold a Special Election, or whether the Acting Vice President shall fulfill the remainder of the term.

E. Removal from Leadership

1. **The Executive Board shall maintain a Presidential Policy Statement** outlining both the grounds and the procedure for removing a President or Vice President from leadership. Staff Council shall be responsible to approve changes to the policy by a two-thirds majority vote.

2. **Removal from a leadership role** shall include removal from all the rights and responsibilities of Council membership.
3. **When removal becomes necessary**, the Executive Board shall bring the question of removal before Staff Council for a vote. Voting shall be by secret ballot, and removal shall require a two-thirds majority.

Staff Council Vice President Duties and Responsibilities in Practice

As outlined in the Bylaws, the Vice President will assume the duties of the President when the President is absent, shall accompany the President to relevant University Meetings whenever possible and may be assigned special projects and other duties by the President or the Executive Board.

At minimum, it is expected that the Vice President will attend monthly Staff Council meetings. An additional meeting at which the Vice President should always plan to attend is the monthly and/or quarterly ***Leadership Meetings with the University President and Executive Assistant to the University President.***