I. Name
   a. The name shall be the Washington College Staff Council

II. Objective
   a. The Washington College Staff Council’s mission is to serve in an advisory capacity to the President and Senior Staff in matters pertaining to the interests and needs of the staff with regard to their daily activities and work conditions as they strive to support the College’s goal of a quality liberal arts education.

III. Membership
   a. All Staff Council representatives or their elected alternates are entitled to vote at Staff Council meetings. The President or the Director of Human Resources, or another designated member of Senior Staff, will attend all Staff Council meetings as non-voting members.
   b. The Director of Human Resources, in conjunction with the Senior Staff, determines the number and grouping of employees to be represented.
   c. The Director of Human Resources will meet with each group of employees to inform them about Staff Council and explain the election process.
   d. The Director of Human Resources will conduct an election in each group in accordance with the following procedures: each group of employees will nominate one or more members to serve as the employee representative. The nominees who meet the eligibility requirement of one year of continuous service with the College will be voted upon. The nominee receiving the highest number of the votes cast shall be designated as the employee representative. The nominee receiving the second highest number of votes cast shall be designated an alternate to attend the meeting in place of the representative as the need arises, and assume the role of the representative should the elected representative abdicate his/her responsibilities. The names of the representatives and alternates will be posted on the Human Resources website.
   e. In the event that an elected representative or alternate steps down (under whatever circumstance) a special election will be held for a new alternate. If the representative were stepping down, the current alternate would step into the representative’s position. If an alternate is stepping down, a new alternate will be elected. This election should be completed by the representative and be held within 30 days of the staff council member stepping down.
   f. Elected representatives will serve a two-year term and are eligible for re-election. Special elections may be held in cases when terms of office of both the representative and the alternate cannot be completed or when two-thirds of the represented
employees petition the Director of Human Resources for replacement of a representative in the office.

g. Elected representatives are eligible for a maximum of 2 consecutive terms (4 consecutive years). They can be elected as an alternate the following term. All employees are eligible to serve again in nonconsecutive terms, if elected.

h. Elected representatives are expected to attend all scheduled meetings. Should an employee representative fail to attend the majority of scheduled council meetings in any given year, the Chair will make the determination to appoint the Alternate to replace the Representative, and the employee group will select a new Alternate for the remainder of the term.

i. Elections will be held in August/September, with newly elected representatives and alternates beginning their service on January 1. All NEWLY elected members should be invited to attend Staff Council meetings for the remainder of the year, in an effort to help transition them in and to be present for Officer elections.

j. Representatives’ and Alternates’ terms run from January 1st through December 31 of the next year. In even number years, elections will be held in: Academic Services/Library, Business Services, Dining Services (2), Enrollment, Student Affairs & OIT. In odd number years, elections will be held in: Academic Administration, Advancement, Athletics (2), Buildings & Grounds (2) & Public Safety.

IV. Officers

a. Positions

i. Each November/December staff council will take nominees for the position of Vice-Chair and Secretary. Nominees for Vice-Chair must be members who were elected to a new 2-year term in the most recent elections. Vice-Chair will serve in that position for the first year of their term, and then begin as Chair, on January 1, for the second year. Secretary will be elected each year and nominees can include any staff council representative who accepts a nomination. All nominations for Officer positions must be accepted or declined in person, by the nominee. All staff council members will hold the election in December, and elected officers will begin their term January 1. Any representative serving as Chair can be re-elected as Vice Chair if they are elected to a new 2-year term.

ii. In the event of the resignation of the Chair, the Vice Chair will automatically assume the Chair, and a new Vice Chair will be elected. In the event of a Vice Chair or Secretary resignation, the remaining officers will call a special election for replacement.

b. Chair

i. The Staff Council Chair, or his designee, will be responsible for establishing the meeting schedule and monthly location, notifying the representatives of upcoming meetings, distributing meeting agendas, and coordinating follow-up on all agenda items.
c. Vice-Chair

d. Secretary

e. Parliamentarian:

i. A past member of Staff Council shall serve the Council as Parliamentarian for a term of one calendar year.

ii. The outgoing chair of staff council, provided he or she is not returning to the council as a representative, shall have right of first refusal of service as parliamentarian. In the event that the outgoing chair does not wish to serve as parliamentarian, a vote shall be conducted among the members of the Council to determine a new parliamentarian from amongst willing outgoing representatives. If there is only one outgoing representative willing to serve as parliamentarian, he or she shall be appointed via acclimation. If there are no outgoing representatives willing to serve as parliamentarian, the Council will seek volunteers from any past Staff Council representatives. An election or appointment by acclimation will then be held.

iii. The parliamentarian shall attend each monthly meeting of the Staff Council and ensure that the Council's by-laws and procedures are adhered to. The parliamentarian will be an ex-officio, non-voting member of the council. The parliamentarian will also update the by-laws with any changes passed by the Council.

V. Meetings

a. Staff Council meetings are presided over by the Staff Council Chair, and are held on the last Thursday of each month. The Chair will be responsible for conducting meetings and setting the agenda in cooperation with the Director of Human Resources, who will be responsible for preparing a written summary of each meeting. The meetings are intended to provide a forum for discussion of the activities and policies of the College, for formal action of the Staff Council where such action is indicated, and for general communication.

b. Special meetings may be called by the Staff Council Chair according to his judgment or whenever requested by at least three voting members of the Staff Council, in consultation with the Parliamentarian.

c. Attendance at Staff Council meetings is expected of all voting members of the Council, or their alternates. The Staff Council Chair should be informed of any anticipated absences.

d. Supervisors will arrange for employee representatives to be away from work to attend meetings and render this service. No loss of pay is suffered by representatives for time spent in this capacity.

VI. Executive Board

VII. Committees
a. Featured Employee
   i. The Washington College Featured Employee is selected based on overall quality of work and dedication to the College by an administrative and/or support and service staff member. Reflecting the diverse nature of the College's workforce, the Washington College Featured Employee should consistently model many of the following qualities: flexibility, adaptability, initiative, leadership, responsibility, and innovation. Outside activities relating to the person's work (activities in work-related organizations or service to campus and community organizations) may also be considered.
   ii. The Washington College Featured Employee program recognizes outstanding achievement, performance, creative contributions, and/or improvement beyond what is normally expected of employees. Consideration may be given to such factors as special contributions to the College as a whole, successful completion of a special project, ideas for improved work methods, or outstanding dedication to the College.
   iii. Nominations can be submitted by the nominee's direct supervisor or by any two Washington College faculty, staff, or students. If submitted by two co-workers, either separate nomination forms or one nomination form signed by both nominators may be submitted. Student nominations must be accompanied by a nomination form signed by the nominee's direct supervisor.
   iv. Selection is made by majority vote of the Staff Council. Nominees not selected will be automatically reconsidered at subsequent meetings of the Council within the same fiscal year. The Council will maintain confidentiality on the subject of nominees, and on the selection process. Staff Council members and their alternates are not eligible for nomination for the duration of their elected term of office.

VIII. Parliamentary Authority
   a. Robert's Rules of Order govern the meetings. Voting is viva voce or by a show of hands unless a secret ballot is requested by a voting member or unless the Parliamentarian declares a secret ballot desirable.
   b. When items of policy are to be presented for review or vote, or whenever by a majority of those present it is so ordered, items must be submitted in writing to the entire Staff Council for consideration at least three business days in advance of the Staff Council meeting at which a determination is to be made.

IX. Reporting
X. Amendments
XI. Approval
   a. This document was voted on and approved by the Washington College Staff Council on March 26, 2015.