

Tulane University School of Public Health and Tropical Medicine

Staff Council By-Laws

I. **Name**

The name of the organization shall be the School of Public Health and Tropical Medicine Staff Council (SPHTMSC). [Also known as the Council]

II. **Mission**

The mission of the School of Public Health and Tropical Medicine Staff Council is to represent and advocate for the needs of staff at SPHTM and serve as a conduit for communication and information exchange between staff and School administration on existing and proposed policies, procedures, and programs that impact or are of particular interest to staff. The Council serves as a liaison with other school constituencies to promote effective communications. The Council provides a forum for discussing the role of staff, and for understanding, sharing, and advocating for staff concerns throughout the School. The Council serves as a resource for inquiries and requests, works to protect and promote the general welfare of staff within the parameters of the school's mission, and seeks opportunities for staff growth and job enrichment.

III. **Goals**

- a) Facilitate communication between staff, faculty, and school administration.
- b) Develop and promote activities and opportunities to enhance the quality of work-life for staff.
- c) Advocate changes or improvements for staff.
- d) Advise the Dean on policies affecting staff members where the discretion remains with the School on the actual policy application.
- e) Provide opportunities for all staff to participate in outreach activities.

IV. **Membership**

- a) Representation shall be comprised of staff from the academic departments and the dean's office based upon the following staff count bands:
 - 10 or less full-time staff 1 Representative
 - 11-20 full-time staff 2 Representatives
 - 21 or more full-time staff 3 Representatives
- b) Voting members will be elected to a two-year term; however, the inaugural election will have staggered terms; half of the terms will be for one year and half of the terms will be for two years. No individual from any voting area may serve more than two consecutive terms. No unit will have more than three council members.
- c) In addition, there shall be three non-voting ex-officio members: the Assistant Dean for Administration and Finance, the School's HR Business Partner, and the School's

representative on the University Staff Advisory Council (if there is one).

- d) Membership on any SPHTMSC subcommittees will be open to all staff members, and membership on the SPHTMSC will not be required. All School staff should be encouraged to join a subcommittee.

V. Officers

- a) Initially, there will be three officers: Chair, Vice-Chair and Secretary, each serving one-year terms. Members of the Council will select the officers.
- b) Duties of the Chair or designee: Announce meeting agenda, preside at meetings, and oversee the nomination/election process. The Council Chair will also serve as the SPHTMSC's representative on the Executive Faculty.
- c) Duties of the Vice-Chair: Act in Chair's capacity when Chair is unable to do so and organize volunteer recruitment for outreach activities. Vice-Chair or their delegate will maintain SPHTMSC's website.
- d) Duties of Secretary: Write and distribute minutes of meetings to all staff, track meeting attendance, and record election results and notify all represented staff of election results.
- e) Election of officers: Volunteers will be requested for each of the positions. If no one volunteers, the Council will nominate from among the representatives. For the position of Chair, the Council will only nominate from those members who have served for a year.

VI. Nomination and Election of Members

- a) Election of members will be conducted annually each August with terms beginning in September. The newly elected members will attend the September meeting along with the outgoing members to ensure a smooth transition between both councils.
- b) The Council's secretary will serve as the election coordinator, under the direction of the SPHTMSC Chair.
- c) The SPHTMSC Secretary, as election coordinator, will notify each department of the number of open representative positions during each election cycle after receiving an updated list of staff from the Dean's Office in July. The Council will also send an electronic nomination form via email with a link and instructions to all represented staff. Represented staff have the privilege of self-nomination.
- d) Nominees must be full time employees who have completed their six-month probationary period.
- e) Completed electronic nomination forms should be submitted by the deadline noted on the form.

- f) Within two weeks, the Council will send electronically to the represented staff in each department ballots containing a list of eligible nominees for their department. Ballots should be returned as noted by the deadline on the ballot.
- g) Following the deadline date, the ballots shall be counted by the Council. Ties will be resolved by random selection.
- h) The election results shall be given to the Council Secretary who will make the results part of the permanent council file.
- i) The Council Secretary shall notify all candidates the results of the election. Letters shall be sent to elected members and their supervisors congratulating them on their election. An e-mail shall be sent to all represented staff notifying them of the election results.
- j) If no one is nominated from a particular unit, the Council will have discretion to fill the open seat.
- k) An individual may serve in only one capacity at a time, as either a voting member of the Council, or as the SPHTM organizational representative to the University Staff Advisory Council.

VII. Meetings

- a) SPHTMSC meetings shall be open to all staff employees of the School and will be held monthly. However, Executive sessions may be held by majority vote of the Council. Attendance during an Executive session is limited to Council members, the ex-officio members, and other persons approved to attend by majority vote of the council. Minutes of all meetings including Executive sessions will be made public to all staff via email distribution. The meetings will be held monthly on a set day and time to be determined by the Council.
- b) Council Officers will meet with the Dean at least quarterly to provide regular updates and advise on issues of import to the staff.

VIII. Quorum

In order to transact business, a quorum of at least 50% of voting council members must be present.

IX. Vacancies

In the event of a vacancy in one of the Council department/unit seats, the Council shall return to the ballots from the most recent election and nominate the person with the next highest number of votes from the department/unit with the vacancy. If the person nominated in the process outlined above does not wish or is unable to serve, the person receiving the next highest number of votes will be nominated. This process shall continue

until a replacement can be found. If this process provides no available candidates, the Council will ask the respective Department Chair or designee to select a replacement member. The new member will complete the remainder of the current term.

X. Amendments

These bylaws may be amended at the regular monthly meeting of the Council by a two-thirds vote of council members present, provided that the written amendment has been made available (either in hard-copy or electronically) to all voting members of the Council at least one week prior to the meeting.

XI. Subcommittees/Special Projects

The Council shall be responsible for administration of special projects as requested by the Dean of the School. SPHTMSC may form sub-committees composed of Council members and/or other staff not on the council to develop and implement these activities and projects