

Mountwest Community & Technical College

Classified Employees Staff Council

Constitution

Introduction

The Mountwest Community & Technical College Classified Employees Staff Council was established in state code (18B-6-5) March 13, 2004 with SB448 for the purpose of providing the classified staff employees at state institutions of higher education a means to share information and discuss issues affecting them or the efficient and effective operations of an institution. This council was formed with recognition that all matters at Mountwest Community & Technical College are governed by state law, by the Mountwest Community & Technical College Institutional Board of Governors, and Mountwest Community & Technical College policies and procedures.

The term "Classified Employees," as used herein is defined as any regular full-time or part-time employee of Mountwest Community & Technical College who holds a position that is assigned a particular job title and pay grade in accordance with the personnel classification system established by state code (18B-9-2) or by the Higher Education Policy Commission.

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Article I -Name

The name of this organization shall be the Mountwest Community & Technical College Classified Employees Staff Council.

Article II – Authority

The MOUNTWEST COMMUNITY & TECHNICAL COLLEGE Staff Council shall be a unit of Mountwest Community & Technical College (hereafter referred to as the Community & Technical College), and shall continue to be so until such time as the West Virginia Legislature withdraws recognition.

Article III -Purpose

The purpose of the Staff Council is:

1. To serve as a representative body for classified employees of the Community & Technical College.
2. To participate in such policy decisions of the Community & Technical College as may directly affect the classified employees.
3. To provide a two-way medium for the exchange of information between employees and employers relative to problems of mutual concern.
4. To foster a spirit of unity and cooperation among all employees of the Community & Technical College.
5. To consider methods and means by which employment conditions may be improved and operating efficiency of the Community & Technical College increased.
6. To act in an advisory capacity to the President of the Community & Technical College.
7. To act in a manner in which the Council is accountable to both the President of the Community & Technical College and the classified employees in furthering the mission of the institution.
8. To not act as a grievance board on individual cases.

Article IV -Membership

The Staff Council shall consist of the Chair, the Advisory Council of Classified Employees representative and five classified employees from each of the five major EEO categories as defined by the U.S. Department of Labor. These categories are: Administrative/Managerial, Professional/Non-Teaching, Paraprofessional, and Secretarial/Clerical.

Article V -Terms of Office

The term of office for a member of Staff Council shall be two years and shall begin on July 1 of each odd-numbered year.

1. Elections for representatives shall be done in the manner prescribed in the Staff Council By-laws incorporated in Article VI of this Constitution.
2. Should a Staff Council member transfer from one EEO category to another, a new election shall be held to fill the vacancy in accordance with Article VI of the Constitution.
3. Vacancies shall be created by death, termination of service to the Community & Technical College, resignation, or four absences from regularly scheduled Staff Council meetings during a fiscal year. After a member has three absences, the Staff Council Chair shall notify the member in writing and by email that one additional absence shall result in their removal from Council. Vacancies shall be filled according to the Staff Council Election Procedures as outlined in Article VI of the By-Laws.

Article VI -Elections

Refer to Article VI, Election Procedures, in the By-Laws.

Article VII – Officers

The officers of the Staff Council shall be: Chair, Vice-Chair, and Secretary. The election of the officers of the Staff Council, with the exception of the Chair which is stipulated in 18B-6-4b, shall take place at the first regularly scheduled Staff Council meeting in July of each odd-numbered year.

1. The Vice-Chair shall be elected first, followed by the Secretary.
2. Nominations shall come from the floor. Only elected members of Staff Council shall be nominated for office.
3. Votes shall be by secret ballot unless only one person is nominated. The nominee receiving a majority of the votes shall be elected.
4. In the event of a tie, a member authorized by the Council shall select the officer by lot from the names of those persons tied.
5. No member may vote by proxy at the election of officers.
6. In the event that an officer position becomes vacant, an election by members of Staff Council shall be held in accordance with the guidelines stipulated in this section and shall take place at the first meeting after the notice of a vacancy is given. This section shall not apply to the office of the Chair of Staff Council.

Article VIII -Amendments

1. Amendments to the Constitution and By-Laws may be proposed by any Staff Council member and shall be considered approved with the approval of a two-thirds vote of all classified employees voting on the amendment.
2. A notice that an amendment is being proposed must be placed in the Community & Technical College newsletter and notice distributed to all classified employees at least twenty working days before the actual voting occurs.

Article IX -Recommendations

1. A written response to Council's recommendations must be received from the President within fifteen (15) working days following submission by Council, or such recommendations will be considered approved.

Mountwest Community & Technical College

Classified Staff Council By-Laws

ARTICLES:

Article I	Duties of Officers
Article II	Standing Committees
Article III	Executive Committee
Article IV	Meetings
Article V	Ad-Hoc Committees & Appointments
Article VI	Election Procedures
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Article I -Duties of Officers

1. The Chair shall:
 - a. Preside at all regular and special meetings and enforce all regulations and policies of the Staff Council.
 - b. Preside over the Executive Committee.
 - c. Be responsible for the Staff Council budget.
 - d. Call special meetings of Staff Council and/or all classified employees when it is deemed necessary.
 - e. Prepare an agenda, in consultation with the Executive Committee, for distribution by the person filling the Staff Council's office support position, seven working days prior to the next scheduled Staff Council meeting.
 - f. Vote only in the event of a tie.
 - g. Participate in interviews with the Executive Committee for the purpose of filling the Staff Council's office support position.
 - h. Appoint standing committee Chairs, members and ex-officio members.

- i. Appoint ad-hoc committees as necessary.
 - j. Appoint classified employees to serve on Community & Technical College committees.
 - k. Appoint a Parliamentarian in accordance with the most recent edition of *Robert's Rules of Order Newly Revised*, currently the 10th edition.
 - l. Appoint classified employees to serve on Faculty Senate committees as requested.
2. The Vice-Chair shall:
 - a. Preside in the absence of the Chair.
3. The Secretary shall:
 - a. Work with the Staff Council classified employee office support person to see that Staff Council and Executive Committee meetings are recorded and that minutes of such meetings are prepared for the elected Secretary's signature.
 - b. Work with the Staff Council classified employee office support person to see that a draft copy of the Staff Council minutes is distributed to each member of Staff Council via email along with the Staff Council monthly meeting agenda.
4. Restrictions:
 - a. No agreement made by the officers or members of the Staff Council shall be considered to be the Staff Council's position until it has been approved by Staff Council.

Article II -Standing Committees

1. Standing committees shall now be known as:
 - a. Legislative Affairs
 - b. Personnel/Finance
 - c. Staff Development/Service
 - d. Physical Environment
 - e. Elections/Communications
2. No position or agreement made by any Standing Committee shall be considered to be the Staff Council's position until it has been approved by Staff Council.
3. Committee members shall be excused from their regular duties to attend committee meetings and conduct committee business up to six (6) hours per month.
4. The person holding the Staff Council office support position shall provide clerical support for each standing committee.

5. Committee charges are:

a. Legislative Affairs

1. The Committee shall review, research and inform Staff Council on issues pending legislative action that may affect classified employees.
2. The Committee shall develop an annual legislative agenda, for Staff Council's approval, prior to January of each year.
3. The Committee shall maintain and provide a list of key members of the Executive and Legislative branches of state government for distribution to Staff Council.

b. Personnel/Finance

1. The Committee shall evaluate all existing and/or proposed personnel policies and procedures affecting hiring, promotion, salary, employee classification, annual, sick, and catastrophic leaves as well as all other personnel matters pertaining to classified employees.
2. The Committee shall propose revisions, deletions or additions to current institutional policies affecting classified employees to the President of Mountwest Community & Technical College.
3. The Committee shall investigate reported infractions and/or violations of institutional personnel policies.
4. The Committee shall consider policy matters that determine the Community & Technical College budget and its expenditure and may recommend items for consideration in the budget.

c. Staff Development/Service

1. The Committee shall be concerned with the promotion and the coordination of classified employee development.
2. The Committee shall make recommendations in establishing Training and Development programs for Staff Council approval.
3. The Committee may aid appropriate administrators in the search for continuing education funds.
4. The Committee shall coordinate the process of awarding tuition waivers available for classified staff employees.
5. The Committee shall address all service related issues including, but not limited to, discounts, cards and special projects by the President of the Community & Technical College when appropriate.

d. Physical Environment

1. The Committee shall consider policies relating to the maintenance, utilization and improvement of existing

- facilities.
- 2. The Committee shall develop recommendations to promote and enforce workplace safety.
- e. Elections/Communications
 - 1. The Committee shall coordinate elections for the positions of Staff Council members, the Chair of Staff Council, the Institutional Board of Governors Classified Employee representative, and the Advisory Council of Classified Employees representative and shall also be responsible for maintaining the Staff Council web-site and coordinating public relations efforts on behalf of Staff Council.

Article III -Executive Committee

- 1. Membership
 - a. Chair
 - b. Vice-Chair
 - c. Secretary
 - d. Advisory Council of Classified Employees Representative
 - e. Institutional Board of Governors Classified Employee Representative
 - f. The Immediate Past Chair shall become an ex-officio non-voting member.
- 2. Duties
 - a. Members shall serve as a channel through which classified employees may introduce matters for consideration by the Staff Council.
 - b. Act for the Staff Council on an emergency basis between meetings of the Staff Council. Such actions are to be reported for confirmation at the next regularly scheduled Staff Council meeting.
 - c. Assist in carrying into effect the rules, regulations and interpretation of the Constitution and By-laws of the Classified Employee Staff Council.

Article IV -Meetings

- 1. Regular meetings of the Classified Employee Staff Council shall be held once a month. This meeting shall be held on a day and during a week of the month to be determined by the Classified Employee Staff Council at its July meeting.
- 2. The Staff Council shall meet with the President of the Community & Technical College at least quarterly to discuss matters affecting classified employees.
- 3. A quorum at a regularly scheduled meeting shall be a majority of the total

- voting membership.
4. All meetings shall be open to the public except as provided for in Executive Session by state law. Non-members of Staff Council may participate in discussions upon recognition by the Chair of Staff Council.
 5. Council members will be excused from their regular duties to attend Council meetings and conduct Council business.
 6. Council members will receive equal compensatory time off for attending meetings not during their regular working shifts, not to exceed four (4) hours per month. Compensatory time will be taken in compliance with Community & Technical College policies and procedures.

Article V -Ad-Hoc Committees & Other Appointments

The Staff Council Chair shall create Ad-Hoc committees as necessary. The Staff Council Chair shall appoint all Ad-Hoc committee members and designate a chair for each committee. Ad-Hoc Committee appointments shall end June 30th of each fiscal year. No agreement made by any Ad-Hoc Committee shall be considered to be the Staff Council's position until it has been approved by the Classified Employee Staff Council.

The Staff Council Chair shall appoint a Parliamentarian in accordance with the most recent edition of *Robert's Rules of Order Newly Revised*, currently the 10th edition.

Article VI – Election Procedures

1. Position and Terms:

- a. The Chair of Staff Council shall serve a two-year term beginning on July 1 of each odd-numbered year and ending on June 30.
- b. The Advisory Council of Classified Employees representative shall serve a two-year term beginning on July 1 of each odd-numbered year and ending on June 30.
- c. The Institutional Board of Governors representative shall serve a two-year term beginning July 1 of each odd-numbered year and ending on June 30.
- d. Staff Council representatives shall serve a two-year term beginning on July 1 of each odd-numbered year and ending June 30.

2. Election/Communications Committee:

- a. The Election/Communications Committee shall be appointed by the Staff

- Council Chair.
- b. Membership of the Election/Communications Committee shall consist of five classified employees representing each of the five EEO categories as defined in WV State Code 18B-6-4b.
 - c. The Staff Council office support person shall be available to provide clerical support to the Election/Communications Committee as required.
 - d. The Election/Communications Committee shall keep a file of all notes, correspondence, recommendations, forms used, press releases, meeting minutes, etc. This file shall be retained by the Staff Council office support person at the end of the committee's service and shall be forwarded as a traveling file to be used as a guideline for the next appointed committee.

3. Election Authorization

WV State Code Section 18B-6-4 provides authority for the election of the Staff Council, including the Chair, as well as the Advisory Council of Classified Employees Representative and the Classified Employee Representative to the Mountwest Community & Technical College Institutional Board of Governors.

4. Eligibility

The term "Classified Staff Employee," as used herein shall mean any regular full-time or part-time employee of Mountwest Community & Technical College who holds a position that is assigned a particular job title and pay grade in accordance with the personnel classification system as established by the WV State Code 18B-9-2(a) and who has completed his/her initial employment probationary period. This does not include faculty or non-classified personnel (West Virginia Code 18-26-9c).

4. Nominations

- a. Sample nomination forms, the Election procedures and the election time line shall be published in the Community & Technical College's newsletter during the last two weeks of March and shall be distributed to all classified employees eligible to participate in the election process. Additional copies shall be distributed upon request from the Staff Council Office.
- b. Any classified employee may nominate an eligible person to run for the positions of Staff Council Chair, the Advisory Council of Classified Employees representative and the Institutional Board of Governors representative.
- c. For Staff Council elections, classified employees may nominate qualified classified employees within their respective EEO categories.
- d. Nomination forms must be received in the Staff Council Office before 4:30 p.m. on the second Tuesday in April to be considered as eligible.
- e. Names of the nominees shall be verified against the Master List of eligible employees made available by Human Resource Services.

1. Upon verification of the candidates, any EEO category left open shall be conveyed to the Staff Council Chair. The Election Committee is then authorized to place a call for nominations within that EEO category for a period of one week. Should the special call result in no nominations coming forward, the position shall be considered vacant until such time that regular Staff Council elections occur.
- f. A nominee shall be considered a candidate if the following conditions are met:
 1. He or she is an eligible Classified Employee as defined in the Staff Council Election Procedures, Article IV -Eligibility.
 2. He or she consents in writing to serve, if elected.
 3. He or she is not in their probationary period.

5. Election Procedures

- a. Both preliminary and final election results shall be posted immediately outside the Staff Council office, reported in writing to the Community & Technical College President and announced in the Community & Technical College's newsletter. All election related materials shall be retained by the Staff Council for three years after final results are reported, after which they shall be destroyed by the Executive Committee.
- b. A recount based on preliminary results may be requested in writing to the Election Committee by any candidate within five working days from posting. This recount must be completed by the Election Committee within ten working days from the date of the receipt of the written request. This candidate may only request a recount for votes involved in his or her occupational classification or position. If no request for recount is made within five days, the preliminary results become the final results. Unless determined otherwise by the Election Committee, there shall only be one recount per candidate. Each candidate may designate one person, other than themselves, who is an eligible voter to serve as an observer during the recount process.
- c. The Election Committee shall resolve, by a majority vote of the committee, all election related questions, disputes, and challenges. Clarification of non-addressed procedures shall be taken to the Staff Council Executive Committee, excluding any Executive Committee member who is an active candidate.
- d. Once a recount has been completed, any election tie shall be determined by a "Luck of the Draw" method. A flip of a coin shall be used when possible. The candidate or his or her designee may be present for the draw.
- e. The Election Committee shall submit a written report during the May Staff Council meeting regarding the election. The report should include any suggested future changes for identified difficulties during the election.
- f. The vote count shall appear in the minutes of the May Staff Council meeting.

6. Vacancies

- a. A vacancy in the position of Chair of Staff Council shall be filled by following the same election procedures as outlined in this section of the Staff Council Constitution and By-Laws.
- b. A vacancy in the Advisory Council of Classified Employees position shall be filled by following the same election procedures as outlined in this section of the Staff Council Constitution and By-Laws.
- c. A vacancy in the classified employee representative to the Mountwest Community & Technical College Institutional Board of Governors shall be filled by following the same election procedures as outlined in this section of the Staff Council Constitution and By-Laws.
- d. Vacancies on the Staff Council shall be filled by following the same election procedures as outlined in this section of the Staff Council Constitution and By-Laws.
- e. The election process of any vacant position shall be listed in the MU newsletter two weeks prior to the beginning of such process.

VII -Parliamentary Authority

The most recent edition of *Robert's Rules of Order, Newly Revised*, currently the 10th edition, shall govern the business proceedings of Staff Council.

The Parliamentarian, appointed by the Chair, shall advise the Chair on parliamentary procedures in accordance with the most recent edition of *Robert's Rules of Order, Newly Revised*, currently the 10th edition.

VIII – Ex-Officio Members

1. The Institutional Board of Advisors classified employee representative shall serve as an ex-officio, non-voting members of the Staff Council.

IX -Amendments

These By-Laws may be amended in the same manner as prescribed in Article VIII of the Mountwest Community & Technical College Classified Staff Council Constitution.

Approved by Staff Council:

April 19, 2011