

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER – SCHOOL OF PUBLIC HEALTH

STAFF ASSEMBLY

BYLAWS

I. MISSION

a. The Staff Assembly of the Louisiana State University Health Sciences Center – School of Public Health (LSUHSC-SPH) shall gather and exchange information on behalf of the staff of LSUHSC-SPH. The Assembly shall, through the appropriate channels, advise and communicate with administration of the SPH on matters of importance to staff members in the SPH. The Staff Assembly will represent all permanent employees of the SPH except the faculty (or staff with faculty appointments).

II. MEMBERSHIP

All permanent employees of the SPH except the faculty (or staff with faculty appointments) are considered members of the staff assembly.

III. MEETINGS OF THE ASSEMBLY

a. Regular Meetings

i. Regular meetings of the Assembly shall be conducted monthly.

ii. Meetings may be conducted in person and/or through electronic means (i.e., video conference or teleconference) in order to provide members with opportunities to participate.

b. Special Meetings

i. The Chair may call special meetings as needed.

ii. Within five days of the receipt of a request signed by at least six delegates, the Chair shall be required to schedule a special meeting of the Assembly. This special meeting shall be conducted within ten (10) working days of the notice of the special meeting.

c. Open Meetings Law

i. Meetings of the Assembly shall be conducted in an open manner. All SPH staff are welcome to attend.

d. Quorum

i. A quorum shall consist of 2/3 of the total number of elected delegates.

IV. EXECUTIVE COMMITTEE

a. Definition

i. The Executive Committee shall be composed of elected officers and the immediate past Chair who shall serve in an Ex Officio capacity. The Assembly will also elect from the entire membership five delegates to serve as At-Large Members of the Executive Committee.

b. Meetings of the Executive Committee

i. The Executive Committee shall establish a regular meeting schedule.

ii. The Executive Committee may meet in special session on the call of the Chair with a required notice of five (5) working days.

iii. The Chair shall convene a meeting of the Executive Committee within ten (10) working days of the receipt of a request signed by a majority of the members of the Executive Committee.

iv. The Chair shall convene a meeting of the Executive Committee upon the receipt of a request made by the Dean of the school.

c. Powers and Duties

i. The Executive Committee shall represent the Assembly in matters involving the Assembly and SPH policy; shall fix the hour and place of meetings; shall appoint special committees to study specific issues brought before it by delegates to the Assembly; shall make recommendations to the Assembly; and shall perform any other related duties. No actions of the Executive Committee shall conflict with actions approved by the Assembly.

V. OFFICERS, AT-LARGE MEMBERS and DELEGATES

a. Definition and Responsibilities

i. Chair

1. The Chair will be responsible for calling and conducting meetings of the Assembly and of the Executive Committee.

2. The Chair shall represent the Assembly to the SPH Dean's Administrative Council.

3. The Chair will appoint committee leadership and committee membership to other committees as needed.

4. The Ex Officio Chair shall serve in an advisory capacity following a term/terms as Chair.

ii. Vice Chair

1. The Vice Chair shall conduct meetings in the absence of the Chair and shall represent the Assembly. The Vice Chair will be responsible for leading the nominations and elections processes.

2. The Vice Chair shall represent the Assembly on the SPH's Diversity Committee and serve as a member of the Executive Committee.

iii. Secretary/Treasurer

1. The Secretary/Treasurer will be responsible for minutes of the meetings of the Executive Committee. The Secretary/Treasurer will be responsible for communication of Executive Committee business to delegates and the general membership through appropriate means. The Secretary/ Treasurer shall be the custodian of any funds allocated to the Assembly.

2. The Secretary/Treasurer will serve as a member of the Executive Committee.

iv. Communications Officer

1. The Communications Officer responsibilities will include but are not limited to: Newsletters, website, distribution, internal and external communication.

2. The Communications Officer will serve as the chair of the Communications Committee and as a member of the Executive Committee.

v. Parliamentarian

1. The Parliamentarian shall advise the chairperson and delegates on all matters of parliamentary procedure according to Robert's Rules of Order Newly Revised and ensure that all meetings are conducted according to the Bylaws and procedures.

2. The Parliamentarian will serve on the Governance Committee and as a member of the Executive Committee

vi. At-Large Members

1. Five At-Large Members will be elected from the general membership.

2. At any given time, the At-Large Members must include at least one classified and one unclassified staff member.

3. The At-Large Members represent the interests of all Staff Assembly Members

4. At-Large Members will serve as members of the Executive Committee

vii. Delegates

1. Delegates are representatives of each major academic, research, service or administrative area within the SPH.

2. Delegates represent the interest of each area identified by the Executive Committee and registered as a major area by the Staff Assembly Members.

3. Delegates are not elected by members of the general Assembly but appointed by nomination from each area represented.

4. Delegates are not Officers and do not serve on the Executive Committee regularly, unless requested by the Chair.

b. Nominations

i. All members of the Assembly are eligible to serve as officers. Members may self-nominate or nominate their colleagues.

ii. The Vice Chair will solicit nominations, and ensure that the slate of candidates is presented to the membership at least two weeks before elections.

c. Elections

i. Officers of the Assembly shall be elected by the delegates at the end of their term determined by the calendar year.

ii. Elections shall be conducted via internet survey in order to allow all members equal access to voting.

d. Terms of Office

i. The officers, including the Chair, shall serve for two years from the date of election or until their successors are elected. The terms of the Vice

Chair and Communications Officer shall be staggered. The officers' terms will begin two months after they are elected. The terms of the five At-Large members will be staggered. No officer shall hold more than one office at a time.

e. Vacancies in Office

i. If an office becomes vacant during the term, it shall be filled by appointment of the Executive Committee for the remainder of the term.

VI. OTHER COMMITTEES

a. Standing Committees

i. The following shall be Standing Committees for the LSUHSC-SPH Staff Assembly: Planning, Communication & Technology, Governance/Nominating, Health & Wellness and Staff Development.

b. Special Committees

i. The Chair shall establish any other ad hoc committees to facilitate the work of the Assembly as is deemed necessary and appoint their membership.

VII. PROCEEDINGS OF ASSEMBLY AND COMMITTEES

a. Rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of the Assembly and its committees insofar as they are not inconsistent with these Bylaws or established rules of order that the Assembly may adopt.

VIII. AMENDMENTS TO BYLAWS

a. Proposal

i. Any delegate to the LSUHSC-SPH Staff Assembly may propose an amendment to the Bylaws. The proposal must be in writing and should be submitted to the Governance Committee.

b. Prior Notice

i. Proposed changes to the Bylaws must be submitted via email to all delegates prior to a scheduled vote.

c. Adoption

i. Amendments to the Bylaws of the LSUHSC-SPH Staff Assembly shall become effective only upon approval by 2/3 of the Assembly delegates present and voting at any regular meeting.