

Bylaws

The name of this organization shall be the University of California Agriculture and Natural Resources Staff Assembly (UC ANR Staff Assembly).

Section 1: Vision/Mission

The resolve of the University of California Agriculture and Natural Resources (UC ANR) Staff Assembly is to cultivate satisfied, dedicated and professional staff to work with UC ANR Senior Leadership and other members of the ANR community to promote the interest and welfare of all staff employees. This vision will be accomplished by:

- Reaching out to and receiving feedback from all UC ANR staff on issues of concern, thereby giving staff a collective voice to Senior Leadership;
- Offering opinions and recommendations to Senior Leadership on policies, processes and programs
- Fostering an understanding of ANR's mission by providing learning and other opportunities to increase the exchange of knowledge in all aspects of the ANR community
- In conjunction with the ANR Learning and Development team, providing support for career training and professional development opportunities to all ANR staff to further career advancement.

Section 2: Membership, Meetings and Voting Eligibility

- All UC ANR staff, no matter the appointment type, are members of the UC ANR Staff Assembly.
- All UC ANR county-paid staff are members of the UC ANR Staff Assembly.
- A general meeting of the UC ANR Staff Assembly Ambassadors shall be held annually.
- Emergency or special meetings shall be convened by the Staff Assembly Council chair, as necessary.
- All members of UC ANR Staff Assembly Council are eligible to vote at all general meetings. All members of Staff Assembly Council as well as members of the associated committees are eligible to vote in ballot or online voting.

Section 3: Staff Assembly Council

The core positions of the Staff Assembly Council (SA Council) shall consist of a chair, a vice chair, a treasurer, a scribe, a communications chair, a wellness chair, an educational reimbursement chair, an ambassador chair, and a senior Council of University of California Staff Assemblies (CUCSA) delegate and a junior CUCSA delegate. When necessary, a second tier of positions may serve on the Council including a programs chair, a vice programs chair, a co-treasurer, a communications co-chair, a wellness co-chair, and an educational reimbursement co-chair.

A majority (50 percent + 1) of eligible votes shall constitute a quorum for the transaction of business before the SA Council. Unless otherwise specified, voting results shall be determined by a simple majority of votes cast.

Chair

- I. Arranges at least eight SA Council meetings per year.
- II. Provides timely notice of SA Council meetings.

- III. Presides over the SA Council and General Membership meetings.
- IV. In consultation with the vice chair and scribe, appoints committees and committee members from the general membership.
- V. In consultation with the vice chair, establishes the agenda for SA Council meetings.
- VI. Serves as an alternate delegate to CUSCA (if the chair cannot so serve, assigns another council member to do so).
- VII. Hosts one SA Council meeting per year that is open to all Staff Assembly members.
- VIII. Hosts a Staff Assembly Council Town Hall and delivers a "State of the Assembly" address to communicate the impacts of the Council to the organization and give Staff Assembly members the opportunity to interact with Council members.
- IX. Assumes other responsibilities as specified elsewhere in the bylaws or as needed.

Vice Chair

- I. Assumes the duties of the chair in the absence of the chair.
- II. Consults with the chair and scribe on the appointment of committees and committee members.
- III. Assumes other responsibilities as specified elsewhere in the bylaws or as requested by the chair.
- IV. Serves as policy and procedure coordinator.

Treasurer

- I. Drafts the annual budget.
- II. Coordinates financial transactions and monitors budget each month.
- III. Assumes other responsibilities as specified elsewhere in the bylaws or as requested by the chair.

Scribe

- I. Takes and prepares SA Council minutes.
- II. Provides timely written minutes to all SA Council members.
- III. Consults with the chair and vice chair on the appointment of committees and committee members.
- IV. Works with the chair and program chair to send "thank you" letters to guest speakers.
- V. Assumes other responsibilities as specified elsewhere in the bylaws or as requested by the chair.

Past/Ex Officio Chair

- I. Advises the SA Council as needed.
- II. Is not a voting member of SA Council.

Communications Chair

- I. Serves as a liaison between Staff Assembly Council and all UC ANR staff to promote and advocate improved communication and interaction.
- II. Maintains and updates website as needed to reflect current and accurate information.
- III. Promotes UC ANR Staff Assembly events and programs as needed and works in conjunction with appropriate workgroup or committees to disseminate appropriate promotions.
- IV. Assumes other responsibilities as specified elsewhere in the bylaws or as needed.

Program Chair

- I. Develops and submits to the SA Council for approval a list of possible topics for programs.
- II. Schedules programs, meetings and guest speakers and coordinates other details.

- III. Works with the chair and vice chair to send “thank you” letters to guest speakers.
- IV. Collaborates and supports the Ambassador Chair and the SA Ambassador Program and all its relating activities in conjunction with the Ambassador Chair.

Vice Program Chair

- I. In conjunction with the Program Chair, develops and submits to the SA Council for approval a list of possible topics for programs.
- II. In conjunction with the Program Chair, schedules programs, meetings and guest speakers and coordinates other details.
- III. Works with the chair, vice chair, and program chair to send “thank you” letters and all other congratulatory certificates to guest speakers and past council members, respectively.
- IV. In conjunction with the Program Chair, collaborates and supports the Ambassador Chair and the SA Ambassador Program.

Senior CUCSA Delegate (May not be a represented employee)

- I. Serves as a liaison between UC ANR Staff Assembly and CUCSA with the primary responsibility of attending the UC ANR Staff Assembly Council meetings and transmitting information between the two groups.
- II. Attends the quarterly meetings of CUCSA to represent the interests of the UC ANR Staff Assembly.
- III. Attends all official functions of CUCSA meetings.
- IV. In conjunction with the Junior CUCSA Delegate, reports to the SA Council about CUCSA activities and initiatives.
- V. When there are CUCSA meetings in which voting on substantive issues will take place, Senior delegate will work with Junior Delegate to circulate relevant written materials in advance of the last SA Council meeting prior to the CUCSA meeting.
- VI. Actively participate on a minimum of one committee or workgroup involving significant work between quarterly CUCSA meetings.
- VII. Actively participate in writing the final report of the committee or workgroup.
- VIII. Serves as a mentor to the Junior CUCSA Delegate.

Junior CUCSA Delegate (May not be a represented employee)

- I. Serves as a liaison between UC ANR Staff Assembly and CUCSA with the primary responsibility of attending the UC ANR Staff Assembly meetings and transmitting information between the two groups.
- II. Attends the quarterly meetings of CUCSA with the Senior CUCSA Delegate to represent the interests of the UC ANR Staff Assembly.
- III. Attend all official functions of CUCSA meetings.
- IV. In conjunction with the Senior CUCSA Delegate, reports to the SA Council about CUCSA activities and initiatives.
- V. When there are CUCSA meetings in which voting on substantive issues will take places, Junior delegate will work with Senior Delegate to circulate relevant written materials in advance of the last SA Council meeting prior to the CUCSA meeting.
- VI. Actively participate on a minimum of one committee or workgroup involving significant work between quarterly CUCSA meetings.

- VII. Actively participate in writing the final report of the committee or workgroup.
- VIII. Create and report out to CUCSA membership on the activities of UC ANR SA.

Wellness Chair

- I. Arrange at least 8 Wellness committee meetings per year.
- II. Develops and submits, with prior discussion and agreement from the Wellness committee members, to the SA Council for approval, proposed wellness activities and programs.
- I. Establishes the agenda for Wellness committee meetings.
- II. Serves as the Wellness committee representative to each SA Council meeting (in-person/remote) and each SA Ambassador conference (in-person/remote).
- I. In conjunction with the SA Council, responsible for the development and retention of the Wellness committee members.

Educational Reimbursement Chair

- I. Receive and review all applications twice a year.
- II. Ensure each submitted application is complete and meet the criteria outlined in the program specifications.
- III. Present to the SA Council for review and approval.
- IV. Notify all the approved recipients and provide information on how to process their educational reimbursement paperwork.
- V. In conjunction with the SA Council, assist in the promotion/success of the educational reimbursement program.

Ambassador Chair

The Staff Assembly Ambassador Chair(s) shall serve as a liaison between the UC ANR Staff Assembly Council and UC ANR Ambassadors. Their mission is to promote and advocate for all staff members and be a link to the council. Duties include:

- I. Participate in Staff Assembly Ambassador monthly meetings.
- II. Inform ambassadors of Council meetings, training sessions and other activities. This includes sharing emails and notifications from Staff Assembly Council and CUCSA.
- III. Encourage and promote UCANR staff participation in UC ANR Staff Assembly activities.
- IV. Informally collect information, ideas and suggestions from the local staff and share it with the UC ANR Staff Assembly Council.
- V. Recruit ambassadors when vacancies exist.
- VI. Conduct monthly drop-in information sessions via Zoom with Ambassadors.
- VII. Send out a monthly newsletter.
- VIII. In conjunction with the Program Chair/Vice Chair, prepare and conduct annual Ambassador meeting either via zoom or in person meeting at location to be determined.
- IX. Assume other responsibilities as specified elsewhere in the bylaws or as needed.

Terms

- I. The term of office for the chair, vice chair, scribe, program chair, vice program chair, communications chair, a past chair, wellness chair, educational reimbursement chair, the ambassador chair, and committee co-chairs shall be for one year, beginning July 1 of each year.
- II. The term for the treasurer shall be for two years, beginning July 1 of the year elected.
- III. The vice chair will be appointed chair at the end of the year and a new vice chair is elected. Serving as vice chair and chair is a three-year commitment (includes past chair duties).
- IV. The vice program chair will be appointed program chair at the end of the year and a new vice program chair is elected. Serving as vice program chair and program chair is a two-year commitment.
- V. CUSCA delegates serve two-year staggered terms, the first year as Junior Delegate and the second year as Senior Delegate. Junior Delegates become the Senior Delegate at the end of their first year. If the Junior Delegate can no longer serve, a new Junior Delegate will be elected at the next meeting of the SA Council. If a Senior Delegate can no longer serve, the Junior Delegate will become the Senior Delegate and will be allowed to complete the current year and serve one additional year, and the SA Council will choose a new Junior Delegate.
- VI. CUSCA delegates will be appointed by the SA Council vote in May. The chosen delegate must be named by June first with a term that commences July first.
- VII. A person may hold the same office for a maximum of two consecutive terms and may serve in any combination of offices for no more than six successive years. A one-year break-in-service must follow the six successive years before re-election is possible.
- VIII. The term of office of a person appointed to fill a vacancy shall be for the duration of the original term. Appointive terms shall not be considered in determining an individual's eligibility for subsequent election.

Vacancies

- I. Vacancies on the SA Council shall be filled through the appointment of an alternate selected from the general membership and approved by a majority of those council members present.
- II. The term of office shall be for the original term.
- III. Terms served in this manner shall not be considered an elected term.

Dismissal

- I. At the discretion of the SA Council, three unexcused absences from scheduled meetings for which notice has not been given may be reason for dismissal from the council.
- II. Any SA Council member may be dismissed from the council for failure to follow the UC Statement of Ethical Values (<http://www.ucop.edu/ethics-compliance-audit-services/files/stmt-stds-ethics.pdf>).
- III. Any dismissal motion must be passed by SA Council ballot with a two-thirds majority carrying the vote.
- IV. If a CUSCA delegate fails to fulfill duties as a delegate, the officers of the CUSCA Council will work with the delegate to resolve impediments to fulfilling these duties. If a mutual resolution cannot be attained, the officers may find alternative solutions that may include a request to replace the delegate.

Elections

- I. The chair appoints a Nominating Committee at the March meeting of the SA Council.
- II. The Nominating Committee will include the appointed nominating committee chair and at least two UC ANR Staff Assembly members at large. Those seeking reelection to the SA Council are ineligible to serve on the Nominating Committee.
- III. Candidates shall be self-nominated or nominated by a member of the ANR Staff Assembly membership.
- IV. In the event that interest in joining the Council is low and voting for positions is not necessary (for example, because more than one person has not been nominated for a position), the Council will review the nominations and conduct an anonymous internal vote to determine who is elected into the positions.

Section 4: Nominating and ad-hoc committees

Nominating Committee

- I. Recruits nominees for the SA Council.
- II. Recommends to the SA Council dates for the return of ballots in all elections.
- III. Conducts elections.
- IV. Certifies the election results.
- V. Communicates election results to the SA Council for announcement to the general membership.
- VI. Assures that all documents and records pertaining to the conduct of each election are retained in secure storage for one year.

Ad-hoc Committees

- I. Ad-hoc committees may be formed by the SA Council as needed.
- II. Terms for the ad-hoc committees will be determined by the SA Council.
- III. Chair of the ad-hoc committee will be appointed by the appropriate SA Council Chair in consultation with the SA Council.

Section 5: Staff Assembly Ambassadors

The Ambassador Chair oversees the Staff Assembly Ambassadors. Staff Assembly Ambassadors (SA Ambassadors) serve as a liaison between the SA Council and local UC ANR staff.

- I. SA Ambassadors inform local ANR staff about the Staff Assembly, its meetings, training sessions and other activities.
- II. Encourage and promote UC ANR staff participation in Staff Assembly activities.
- III. Collect information, ideas and suggestions from the local staff and share it with the SA Council.
- IV. Terms for the SA Ambassadors will be from July 1 through June 30.
- V. Candidates are voluntarily chosen by each ANR location.
- VI. In the event a SA Ambassador cannot continue or find a replacement, they will contact the Ambassador Chair.

Section 6: Changing the bylaws

Any SA Council member may submit a bylaws amendment proposal to the SA Council for action.

- I. Bylaws may be amended by a two-thirds majority vote of the SA Council.
- II. SA Council shall review the Bylaws yearly.