

BYLAWS OF THE STAFF COUNCIL OF KAPI'OLANI COMMUNITY COLLEGE

PREAMBLE

Recognition and respect of all members of the Kapi'olani Community College [hereafter referred to as "College"] community are necessary and appropriate for the College to live up to its mission, vision, and core values. The staff represents a highly diverse group of professionals whose contributions are critical to the quality, integrity, credibility and continued growth of the College. An informed, active, and engaged community, with the ability to participate and share its opinions and interests concerning the conduct of institutional affairs and life in the workplace, is critical to the mission of the College. As a result, we hereby establish the Kapi'olani Community College Staff Council.

BYLAWS

1. Name

- a. The name of this organization shall be "Kapi'olani Community College Staff Council" hereafter referred to as the "Staff Council."

2. Authority

- a. The Staff Council is duly elected by the college-wide community of staff professionals.

Established in 2000, the Staff Council derives its authority from the Chancellor of Kapi'olani Community College. The Staff Council shall be a self-directed, consultative, and deliberative body that consults with College leadership on matters affecting life in the workplace and has the authority to make recommendations on matters that have a significant bearing on the College. As an Authorized Governance Organization, the Staff Council, equally along with the Faculty Senate, Kalāualani Council and Student Congress operates as a recognized part of the College governance system to provide a forum for open

communication and ongoing dialogue among staff and between Staff and Administration, Faculty, Students, and the College community. The opportunity to participate on the Staff Council is a right of all staff professionals. The right to participate and serve on the Staff Council is not subject to supervisor approval.

3. Purpose

- a. The purpose of the Staff Council is to provide a formal, College-recognized, duly-elected body for staff professionals to consider issues and advocate on their behalf to College decision-makers and Administration, including the Chancellor. The Staff Council's responsibilities shall include, but are not limited to:
 - i. Facilitating communication among the membership;
 - ii. Liaising with other recognized College bodies, including the Administration, Faculty Senate, Kalāualani Council and Student Congress;
 - iii. Meeting regularly with Administration and other AGOs;
 - iv. Being available and willing to review and consider proposals, policies, procedures and other recommendations from individuals, members, groups and departments throughout the College community;
 - v. Being a visible and proactive voice on issues having staff impact;
 - vi. Ensuring adequate staff representation on college committees, in college planning, and in college decision-making that affects the institution as a whole;
 - vii. Ensuring recognition of the value of staff contributions both individually and collectively; and
 - viii. Advancing professional growth opportunities.
- b. The Staff Council seeks to promote an environment in which all persons are treated fairly, with respect and dignity. The Staff Council is in no way a decision-making body with regard to grievances, labor disputes, benefits, wages, rates of pay, or hours of employment, although they may provide forums where certain aspects of these items may be discussed for the purpose of making appropriate recommendations.

4. Executive Committee and Officers

- a. The Executive Committee shall consist of the Chair, Chair-elect, Immediate Past Chair and Vice Chairs of all Staff Council Standing Committees.

- i. The Executive Committee will be responsible for consideration of any proposals to the Staff Council and may make recommendations to the Staff Council for review or to be voted and/or acted upon.
- ii. The Executive Committee has the ability to establish any ad hoc committees it deems necessary.

b. Duties of the Chair:

- i. Schedule all meetings of the Staff Council.
- ii. Preside over all meetings.
- iii. Serve as the point of contact for all matters brought in front of the Executive Committee for review, including but not limited to policy and bylaw changes
- iv. Ensure the fiduciary responsibility of Staff Council.
- v. Meet/communicate frequently with other Staff Council Executive Committee members.
- vi. Represent the Staff Council on Chancellor's Advisory Council.
- vii. Chair, in consultation with the Chair-Elect and Immediate Past-Chair will appoint a new Vice Chair if one vacates their position.
- viii. Create the agenda for the Executive Committee and Staff Council meetings.

c. Duties of the Chair Elect:

- i. Serve on the Membership, Finance and Governance Committee.
- ii. Oversee the elections process.
- iii. Create a budget for the Staff Council.
- iv. Execute a year-end audit of the finances.
- v. Fulfill any unexpired term if vacated by the Chair.
- vi. Represent the Staff Council at Chancellor's Advisory Council if the Chair cannot attend.
- vii. Lead meetings in absence of the chair.
- viii. Serve as liaison to newly formed Affinity Groups among staff members.

d. Duties of the Immediate Past Chair (Ex Officio):

- i. Support the new chair; answer questions; lend support as needed.
- ii. Verify election results and serve as consultant in the election procedure.

- iii. Ensure smooth officer transitions.
 - iv. Mentor and advise chair.
 - v. Does not have a vote on the Executive Committee or Staff Council, except in the event of a tie.
 - vi. Verify year-end audit of the finances.
- e. Duties of the Vice Chair of Communication and Assessment:
 - i. Manage all communication activities.
 - ii. Develop, integrate and implement a broad range of public relations activities, including but not limited to website, social media, print media, email, and a regular staff newsletter.
 - iii. Assist with the technological aspects of election and staff meeting process.
 - iv. Coordinate focus groups and electronic assessment instruments as needed for the Staff Council or other committees.
 - v. Take or collect all meeting minutes and post, once approved, to Staff Council website in a timely manner.
 - vi. Collect Year End Reports for each officer/committee.
 - vii. Responsible for archiving minutes and other Staff Council related material.
 - viii. Maintain the roster of Staff Council Members, with contact information and photos.
 - ix. Build and maintain the files regarding the Committee.
 - x. Submit Year End Committee Report.
- f. Duties of the Vice Chair of Recognition:
 - i. Promote and recognize staff contributions in supporting and fulfilling the College values and successes in collaboration with Human Resources.
 - ii. Serve as a resource to the College community in the recognition of staff.
 - iii. Build and maintain the files regarding the Committee.
 - iv. Submit Year End Committee Report.
- g. Duties of the Vice Chair of Community Building and Networking:
 - i. Develop and implement community building and networking programs and initiatives.

- ii. Build and maintain the files regarding the Committee.
 - iii. Submit Year End Committee Report.
- h. Duties of the Vice Chair of Membership, Governance, and Finance:
 - i. Ensure the Staff Council conducts business using Robert's Rules of Order, unless it is suspended by the Chair.
 - ii. Oversee the orientation of new Staff Council members.
 - iii. Oversee and execute the election process.
 - iv. Provide Staff Council with update regarding incoming and outgoing staff members, based upon information provided by Human Resources
 - v. Oversee Staff Council budget and approve any and all expenses ahead of time.
 - vi. Conduct an annual review of the Staff Council Bylaws.
 - vii. Build and maintain the files regarding the Committee.
 - viii. Submit Year End Committee Report.
- i. Duties of the Vice Chair of Mission and Advocacy:
 - i. Set meeting schedule, agenda, facilitate discussion and ensure meeting minutes are kept.
 - ii. Promote service opportunities for staff.
 - iii. Promote spiritual development opportunities for staff.
 - iv. Liaise with Human Resources regarding matters pertaining to the staff.
 - v. Seek solutions for areas of inequity that exist for staff.
 - vi. Build and maintain the files regarding the Committee.
 - vii. Submit Year End Committee Report.

5. Membership

- a. Membership of the Staff Council will be comprised of representation from full-time and part-time non-faculty staff (excluding those who have faculty voting rights) according to the Human Resources classifications. Members of the Chancellor's Advisory Council (CAC) will not be eligible for election to Staff Council as the Staff Council will be making recommendations to this group and will have a representative on the CAC. Those serving in executive positions within the other campus AGOs will not be eligible for election to Staff Council.

- b. Staff Council members must be employed by Kapi'olani Community College an average of 30 hours or more per week. Elected Executive Committee members must be full-time employees who have completed at least two (2) continuous years of employment at Kapi'olani Community College as of April 15th of the election year. The remaining members of Staff Council must have completed at least one (1) year of continuous employment at Kapi'olani Community College as of April 15th of the election year.
- c. Elected representatives will serve a two-year term, with a minimum of fifty percent of the representatives elected or re-elected each year.
- d. The Staff Council shall consist of the Chair, Chair-Elect, Past-Chair and four Council members on each of the five standing committees, for a maximum of 23 members. There will be 5 alternates elected from the remaining top vote-getters.
- e. If for any reason a Council member is unable to complete their term, the Council seat will be filled by an alternate appointed by the Chair of Staff Council from the list of 5 elected alternates. That appointed alternate will fulfill the term of the vacated Council seat.
- f. If an alternate vacancy occurs the alternate seat will be filled by the next individual who received the greatest number of votes in the preceding election.
- g. The Staff Council is a voluntary commitment for staff members. Elected Council members and alternates' attendance and involvement are integral to the success of the Council. Council members are expected to serve on at least one standing committee for the duration of their term. Council members and alternates are expected to attend all Staff Council meetings. If a Council member cannot attend a meeting, they are expected to contact an alternate to serve as their designee and notify the Staff Council Chair. If a Council member misses more than two (2) Staff Council or Committee meetings over the course of their term, they will be contacted by the Chair and evaluated by the Executive Committee to determine their standing on the Staff Council.
- h. Upon expiration of a term of a staff member's office as the Chair of the Staff Council, in the event they is not re-elected to the Staff Council, the former Chair shall remain a member of the Staff Council for one year as an ex-officio member,

without voting rights, except in the event of a tie.

- i. Staff Council representatives will be appointed by the Executive Committee to College standing committees. As a general rule, if the Faculty Council has representation on a College Committee, the Staff Council will have/request representation on that committee as well. If a new College committee is created, Staff Council representation will be requested.
- j. Because meetings are held during normal office hours, supervisors are expected to allow members of the Staff Council to attend all Staff Council meetings and special events whenever feasible. The Executive Committee will provide any supervisor with information about Staff Council.

6. Meetings

- a. General staff, Staff Council, Staff Council Committee Meeting Guidelines:
 - i. All meetings, except executive sessions, shall be open to all full-time and part-time staff of the College. Administration, Faculty and Students may attend by request or invite.
 - ii. A portion of each meeting will be set aside for any member of the College staff to present and discuss issues.
 - 1. This portion will be the first order of business at each meeting and will usually be limited to fifteen minutes. Lengthening this time is at the discretion of the Council Chair or Vice Chair responsible for the flow of all Committee business.
 - 2. It is not necessary for a member of the College staff to have their idea registered or approved prior to a Staff Council Committee meeting.
 - 3. Each person will be limited to five minutes. If more time is necessary, the Committee can put the issue on the next meeting's agenda. Chair may extend time if deemed necessary.
 - iii. All meeting minutes will be posted to the website within one week of any meeting.
- b. Meetings of the Staff (all staff)
 - i. Shall take place at least once per semester, with additional meetings

scheduled as needed by the Staff Council Executive Committee. One or more of the meetings could be held in conjunction with another College function.

- ii. Meetings shall be announced at least two weeks in advance via direct email to the whole staff and on the Staff Council website.
- iii. The proposed agenda shall be provided at least one week in advance via direct email to the whole staff.
- iv. In the event that a vote of the Staff is appropriate, the following process will be followed:
 - 1. Each staff member will have one vote.
 - 2. Online voting will be utilized.
 - 3. All matters requiring a staff vote will be distributed by the Vice Chair of Communication and Assessment by 4:30 p.m. (HST) on the first business day following the Staff meeting.
 - 4. Online voting must be completed by 4:30 p.m. (HST) two business days following the posting.
 - 5. When a vote is put in front of the Staff, a quorum shall consist of a majority of the voting staff members (50% + 1).
- v. If feasible, technology will be used to allow those who do not have the ability to attend a general staff meeting to participate.

c. Meetings of the Staff Council

- i. Meetings of the Staff Council will be attended by elected Staff Council members.
- ii. Meetings will occur every month. Staff Council meetings will occur at least one week before the general staff meetings where the agenda for the general staff meetings will be finalized.
- iii. Quorum for the Staff Council is 50% +1 of the total number of the elected Staff Council members including the Executive Committee.
- iv. Each member shall be entitled to one (1) vote. Voting shall be by majority voice vote except when any member of the Staff Council requests vote by hand, by roll-call or by private ballot.
- v. The Staff Council Chair will preside over the meetings.
- vi. Two members-at-large will be assigned to record and prepare minutes for Staff Council meetings and will determine between them who will record each meeting.
- vii. Meeting dates and times of the Staff Council will be posted on the

website at the beginning of each semester.

d. Meetings of the Staff Council Executive Committee

- i. The Staff Council Chair, Past Chair and Chair Elect, along with the Vice Chair or appointed designee of a committee of each of the five standing Committees, will attend meetings of the Staff Council Executive Committee.
- ii. Meetings will occur every month.
- iii. Quorum for the Staff Council Executive Committee is four (4) of the seven (7) elected officers, not including the immediate past chair.
- iv. Each member shall be entitled to one (1) vote. Voting shall be by majority voice vote except when any member of the Staff Council Executive Committee requests vote by hand, by roll-call or by private ballot.
- v. The Staff Council Chair will preside over the meetings.
- vi. The Executive Committee approves previous Executive Committee meeting minutes.
- vii. The Executive Committee may call a special Staff Council meeting if deemed necessary.
- viii. Two members-at-large will be assigned to record and prepare minutes for Executive Committee meetings and will determine between them who will record each meeting.

e. Meetings of the Staff Council Committees

- i. The Staff Council Committee meetings will be attended by the Vice Chair and appointed committee members. The Vice Chair of each committee will preside over the respective committee meetings.
- ii. Each committee will meet once a month, prior to the monthly Staff Council meeting.
- iii. A quorum for the Staff Council Committee meetings will be 3/4 of its members.
- iv. Contact information will be provided on the website for committee Vice Chairs.
- v. Each committee will meet as often as deemed necessary by the Vice Chair for the work of the committee, at a minimum of twice per semester.
- vi. Each Vice Chair will be responsible for recording (or assigning a

committee member to record) and preparing minutes for committee meetings and sending to the Vice Chair for Communication within one week.

7. Standing Committees of the Staff Council

- a. The Staff Council has the authority to create standing committees of the Staff Council that are deemed necessary to facilitate the exercise of the Staff's participation in college governance and decision-making processes. Because standing committees may be changed by the Staff Council, they are listed in an appendix rather than in the bylaws itself.

8. Removal of Staff Council Members

- a. The Executive Committee may remove any non-Executive Committee member of the Staff Council by a 2/3 vote.
- b. The Staff Council may remove any Executive Committee Member, excluding the Chair, by a 2/3 vote.
- c. The Staff Council may remove the Chair of the Staff Council by a 3/4 vote.

9. Review of the Bylaws

- a. The Staff Council Bylaws will be reviewed annually in the fall meeting by the Vice-Chair of the Membership, Governance and Finance, and Committee.
- b. The Bylaws may be amended by a two-thirds vote of the Staff Council Executive Committee. Approved amendments will be shared with the Executive Assistant to the Chancellor and the Chancellor, before disseminating such changes to the college Staff.

APPENDIX A: Election of Staff Council Members

1. The Membership, Governance and Finance Committee will conduct the election of Staff Council Members in a fair and equitable manner through secure online elections.
2. All full-time and part-time non-faculty staff professionals (excluding those who have faculty voting rights) according to the Human Resources classifications shall be eligible to vote in the elections for their representatives to the Staff Council.

3. An eligible member may nominate themselves or be nominated by their peers to be placed on the ballot. Anyone nominated for Staff Council will be contacted by the Membership, Governance and Finance Committee to verify their willingness to be placed on the voting ballot, and to serve if elected.
4. Regular elections will be held during the spring semester following the timeline below:
 - a. First week of June – Request for nominations
 - b. Second week of June – Nomination deadline
 - c. June 15 (on or about) – Online Election
 - d. June 30 (on or about) – Results announced
5. The term length for a Staff Council Member will be two years. With the exception of the term for the Chair, Chair-Elect and Immediate Past Chair. These three positions rotate from Chair-Elect to Chair to Immediate Past Chair with each position lasting 1 year, making up one three year term.
6. Vice Chair terms are limited to two consecutive two years terms in the same position.
7. General election ties will be broken by selecting the candidate who has the longer/longest continuous time of service at the college.
8. Newly elected Staff Council Members shall be invited to the regularly scheduled July Staff Council meeting. Terms for newly elected Staff Council Members will begin on July 1.
9. The Executive Committee will identify and appoint elected council members at large to each of the standing committees.
10. The Executive Committee will identify and appoint a staff member to fill a vacant Staff Council seat in the event there is a lack of candidates for an election. The appointed Staff Council Member will fill the vacancy until the next regularly scheduled election.

APPENDIX B: THE STANDING COMMITTEES

1. The Staff Council will have five permanent, or standing committees, not including the Executive Committee.
 - a. Communication and Assessment – will identify and use appropriate forms of

communication to ensure the equitable distribution of information for all staff members. The committee will set up and maintain the Staff Council's webpage and produce a quarterly electronic newsletter, the "Staff Quarterly". The committee will coordinate focus groups and electronic assessment instruments as needed for the Staff Council or other Staff Council committees. The committee will author and send all direct emails to all staff as needed by the Council or other committees.

- b. Membership, Governance & Finance – will coordinate and supervise the election of staff representatives, and recommend staff representatives to College committees. The committee will report monthly on the financial status of the Staff Council and will draft an itemized budget for review and approval.
- c. Community Building and Networking – will plan and implement activities for the staff that will foster social interaction and develop opportunities for staff to build community. The committee will help coordinate events including but not limited to New Employee Orientation, and other social events.
- d. Recognition – will work to develop and coordinate an equitable recognition and award system, including milestone anniversaries and Staff Awards. The committee will serve as a resource to the College community in the recognition of staff.
- e. Mission and Advocacy – will coordinate with Human Resources such programs and initiatives which aid new and existing employees in connecting with each other and college life. The committee will coordinate Staff Council advocacy regarding matters affecting life in the workplace. The committee will work closely with the Mission and Identity Department and will promote pertinent information regarding the College Identity and Mission.

ADDENDUM A: (This entire section will be removed after July 1, 2019)

1. Election of Inaugural Officers and Staff Council Members

- a. The election of the inaugural group of officers and Staff Council members will follow the regular procedure but will have a modified timeline. The new timeline

will be as follows:

- i. Wednesday, June 13 , 2017 Email to all staff requesting nominations, explaining procedures and qualifications, and directing staff to the website for further details.
- ii. Monday, June 19, 2017 Nomination deadline.
- iii. Wednesday, June 21, 2017 Online Election
- iv. Tuesday, June 27, 2017 Elections Closed
- v. Wednesday, June 28, 2017 Results Announced

- b. The initial group of the Staff Council Executive Committee will serve a staggered term.
- c. The Executive Committee will be identified and elected by the elected Staff Council members.
 - i. Only 21 members to be elected in 2017 as there will be NO Chair Elect during this time, only Chair and Past Chair.
 - ii. One extra member to be elected in 2018 to make 22 total.

2. The terms are as follows:

- a. 1 Year Terms – Chair, Chair Elect, Vice Chair of Communication and Vice Chair of Staff Recognition and Community Building
- b. 2 Year Terms – Vice Chair of Staff Development, Vice Chair of Mission, Advocacy and Orientation and Vice Chair of Membership, Governance and Finance
- c. The initial group of Staff Council Members-at-Large will be split so that 1/2 of the group has a term of 1 year (7 members) and the other half has a 2 years (8 members).

Organizational Structure of the Staff Council for Kapi`olani

Building Orientation and Finance