

**University of Florida College of Pharmacy  
Staff Council  
BYLAWS 2016-2017**

**Article I. Name**

The official name of this organization shall be The University of Florida College of Pharmacy (UF COP) Staff Council, located on the UF Campus, herein referred to as the Staff Council. The Staff Council shall represent College of Pharmacy staff on the University of Florida, Gainesville, Jacksonville, St. Petersburg and Orlando campuses.

**Article II. Mission and Goals**

The University of Florida College of Pharmacy Staff Council shall exist to represent and advocate for staff within the College. In recognizing that staff is integral to the functioning of the college, its purpose is to promote positive and meaningful open dialogue between the staff, faculty, administrators and students and serve as a resource for staff inquiries and requests. It will also promote professional growth of staff within the mission of the college and adhere to these goals and objectives:

- To promote a positive and supportive working environment
- To provide a forum for on-going dialogue among staff and between staff, faculty and administration
- To provide a forum for communication of interests, concerns, and issues that affect staff, including an annual outlet to survey and determine staff employment satisfaction and feedback in conjunction with the strategic plan
- To promote programs that will enhance well-being and encourage the professional development of staff
- To promote leadership and advancement opportunities for staff
- To advise and make recommendations on existing and proposed policies and procedures of the UF COP that impact staff

**Article III. Definition of Membership**

The term *staff* shall mean employees within the college and at the rank of USPS; TEAMS; or OPS (excluding students, and faculty).

Section A: Staff Council - The Staff Council shall consist of:

- Temporary OPS personnel are unable to serve as Chair or Assistant Chair.
- Nominees must have at least six months of employment with the UF COP in order to be eligible to serve on the Staff Council.
  1. The Chair and Assistant Chair shall set the agenda for Staff Council general sessions to be held monthly.
  2. Monitor and augment the progress of issues submitted by any member of the Staff Council.
  3. Maintain confidentiality of all submissions.
  4. Recommend action to the Staff Council.

- Increase the visibility and enhance the viability of the Staff Council.

<b><u>#Representatives Required</u></b>	<b><u>Area</u></b>
1	Curriculum and Technology (CAT)
3	Departments/Centers (OEP, MTM, Center for Pharmacogenomics)
1	Student Affairs & Distant Campuses (JAX, Orlando, St. Petersburg)
3	Shared Services Center (one from each group: research, fiscal, HR)
1	Dean's office (Development, Communications, Special Events)
1	Entrepreneurial Programs (Continuing Education, WPPD, MTM MS, POP Online, Forensics, Clinical Pharmacy)

#### Section B: Nomination and Voting Procedures

Any permanent (TEAMS or USPS) staff member may volunteer to serve on the Staff Council. If an area has more than the required representatives (see recommended number of representatives above), then that specific area will designate their representative(s) by voting internally.

- Any eligible staff member may self-nominate.
- All COP staff members will be notified via email of the call for volunteer/nominations prior to the first meeting in March.

#### Section C: Terms on the Staff Council

Each member serves a two-year term. There is no limit to the number of terms a member may serve.

- The Chair shall serve a two-year term: After the two year term the chair becomes eligible for re-election or to serve as representative for their department.
- Assistant Chair and Staff Council shall serve a two-year term and may be re-elected for another role (Chair or Assistant Chair) within Council or serve in the same role, if elected.

#### Section D: Vacancies

If someone in a role on the Staff Council vacates the position, the position will be filled as follows:

- If the Chair vacates the position, the Assistant Chair will take over as Chair.
- If the Assistant Chair vacates the position, a member of the Staff Council will be voted-in by the Council to assume the Assistant Chair position for the remainder of the term.

3. If the Member position becomes vacant, the position will be filled immediately. The member will complete the term of their predecessor and then may be re-elected for another term.

#### Section E: Duties and Responsibilities of the Elected Officers.

1. The Chair shall:
  - a. Schedule Staff Council meetings.
  - b. Facilitate Staff Council meetings.
  - c. Set agenda for meetings.
  - d. Oversee the activities of the Staff Council.
  - e. Serve as the liaison between staff, faculty and administrators.
  - f. Communicate directly with the Dean's designee (Ex-Officio) as needed.
  - g. Have voting rights within the Staff Council Executive Board.
  - h. Monitor and augment the progress of issues submitted by any member of the Staff Council.
  - i. Maintain confidentiality of all submissions.
  - j. Recommend action to the Staff Council.
  - k. Increase the visibility and enhance the viability of the Staff Council.
2. The Assistant Chair shall:
  - a. Assume responsibility of the Chair in his/her absence.
  - b. Be responsible for recording and distributing minutes of meetings.
  - c. Keep an updated list of all Staff Council committees and its members.
  - d. Review bylaws each year to ensure organizational names and duties are current and correct.
  - e. Fulfill other responsibilities as assigned.
  - f. Have voting rights within the Staff Council Executive Board.
3. The Staff Council Member shall:
  - a. Fulfill other responsibilities as assigned.
  - b. submit (in any form) topics for discussion
  - c. Have voting rights within Staff Council Executive Board.
  - a. The Staff Council Member will have voting rights for the second year of conception of the Staff Council Chair and Assistant Chair (March 2017).

#### **Article IV. Staff Council Meetings**

Meetings shall be an open forum. The Staff Council shall meet monthly, determined by availability of at least 2/3 of Staff Council members. The next meeting time and place shall be announced at each meeting; as well as announced to the entire COP Staff (via email). Special meetings may be called by the Chair.

**Article V. Duties and Responsibilities of Staff Council**

Staff Council, as defined by Article I, may submit (in any form) topics for discussion to the Chair and Assistant Chair to address at next scheduled meeting. The Council will not serve as a substitute for the University’s formal grievance procedure.

**Article VI. Quorum**

The presence of the Chair or Assistant Chair and at least two-thirds (2/3) of the Staff Council members shall be in attendance to constitute a quorum and to conduct any official business or vote.

**Article VII. Committees for Staff Activities**

The Staff Council will develop and implement educational, community, and staff development committees that are of interest to the staff.

**Article VIII. Amendments to Bylaws**

These Bylaws may be amended at any scheduled Staff Council meeting, and must have a vote of at least (2/3) in attendance to constitute a quorum.

Review or Approval Authority		Initial Approval / Review	Editorial Changes
First bylaws document initiated	Chair	2/25/16	8/1/16
Review/Approval	Staff Council		
Review	Administrative Council		
Review	Faculty		
Approval	Dean		