

**SECTION 1. NAME**

The name of the body hereby established is the Law School Staff Representative Group.

**SECTION 2. OBJECTIVES**

I. To provide an open forum for the introduction and discussion of issues and concerns by Law School classified personnel and other regular non-faculty status employees.

II. To discuss issues and concerns with the Dean of the Law School when the Council deems such a request is necessary. at regular meetings. Where possible, issues and concerns should be addressed and resolved within the Law School.

- III. A. To introduce issues and concerns to the University Staff Council if deemed appropriate.  
B. To exercise selection and administration of the Emma Terrell Distinguished Employee Award.  
C. To maintain and regularly update a Staff Council web site and to periodically direct staff members to access said website for staff information.

**SECTION 3. MEMBERSHIP AND ELECTION**

**I. Members**

The membership of the Law School Staff Representative Group will be elected by and from the classified personnel (defined in Policies of Board of Regents, 801.02) and other regular non-faculty status employees of the Law School, provided such person has passed the six-month probationary period.

**II. Election**

A. Each member of the Law School Staff Representative Group shall be elected by secret ballot. -Nine members will be elected using the following guidelines:

Institute of Continuing Judicial Education	1 member
Law School	5 members
Law Library	3 members

B. In March or April of each year, an election board shall be appointed by members of the Law School Staff Representative Group. The Election Board may consist of any classified personnel and other regular non-faculty status employee of the Law School. and will be represented by at least one member from each unit within the Law School.

C. Members of the Law School Staff Representative Group will be elected by and from classified personnel and other regular non-faculty status employees of the Law School. Nominations shall take place in March or April and elections shall take place in May. Members will be seated at the May meeting of the Law School Staff Representative Group. The May meeting may take place on or near May 15.

**D. Duly elected members of the Law School Staff Representative Group shall elect the Law School Representative to the University Staff Council, in years where such election is necessary, at the May meeting. The Chair of the Law School Staff Representative Group shall notify the Secretary of the University Staff Council of the newly-elected Law School Representative to the University Staff Council immediately upon election of such.**

**E. Terms of members of the Law School Staff Representative Group will be two (2) years, but not limited to two (2) years if the member is re-elected by vote of eligible classified personnel and regular non-faculty status employees.**

**F. The term for the Law School Staff Representative Group Representative to the University Staff Council shall be two years. The Law School Staff Representative Group Representative to the University Staff Council shall not be barred from serving as any officer of the Law School Staff Representative Group.**

**G. Vacancies on the Law School Staff Representative Group, which occur for reasons other than expiration of terms, will be filled by election by and from the classified personnel and other regular non-faculty status employees of the Law School. Election shall occur immediately upon notification to the Law School Staff Representative Group of the vacancy. The term shall be for the remainder of the vacating member's term.**

### **III. Election Procedures**

**A. The Election Board shall send an announcement to all classified personnel and other regular non-faculty status employees of the Law School in March or April to solicit nominations for Law School Staff Representative Group membership. Each nominee must consent to his/her nomination. A second is not required.**

**B. Should any member(s) of the Election Board be nominated for membership on the Law School Staff Representative Group, the Law School Staff Representative Group will designate a substitute for that member of the Election Board.**

**C. The Election Board shall preside over the annual election held in April or May and conduct the election by secret ballot. The Election Board shall choose one day for the election. The Election Board shall post the list of nominees via a sample ballot and the date and place of election in conspicuous places within Law School buildings at least two weeks prior to the election. Absentee ballots must be requested and placed in the custody of the Chair of the Election Board prior to the day of election.**

**D. The Election Board shall maintain a list of all current classified personnel and other regular non-faculty status employees of the Law School. The election schedule shall be from 9:00a to 4:00p on the day chosen for the election. *Members of the Election Board will check off each voter on the list and the voter will place his/her ballot in a sealed box. The sealed box will remain in the custody of a member of the Election Board at all times on election day. The Election Board will meet at 4:15p on election day to count ballots. The ballots and results of the election will remain in the custody of the Chair of the Election Board. The Election Board shall notify classified personnel and other regular non-faculty status employees of the results of the vote no later than the next work day following the election.***

**E. A nominee must receive a simple majority of the votes to be elected. In the event there is a tie, a run-off election shall be conducted by the Election Board within one week (following the procedures in Section 3, III, D).**

#### **IV. Election of and Duties of Officers**

**A. Officers of the Law School Staff Representative Group shall be elected at the May meeting.**

#### **B. Officers and Duties**

**1. Chair.** The Chair will be elected by and from the Law School Staff Representative Group to a one-year term of office. *The Chair may not serve for more than three consecutive terms.* The Chair shall schedule and preside over all meetings of the Law School Staff Representative Group. The Chair shall vote only in the event of a tie. The Chair shall *schedule regular* meetings with the Dean of the Law School.

**2. Vice-Chair/Treasurer.** The Vice-Chair will be elected by and from the Law School Staff Representative Group to a one-year term of office. The Vice-Chair may not serve for more than *three consecutive terms*. The Vice-Chair will assist the Chair and perform the duties of the Chair in his/her absence.

**3. Secretary.** The Secretary will be elected by and from the Law School Staff Representative Group to a one-year term of office. The Secretary may not serve for more than *three consecutive terms*. Vice Chair/Treasurer shall hold any funds owned by the Staff Council and shall keep an accounting of said funds. Vice/Chair Treasurer shall provide the Council with the current balance of said funds upon request. The Secretary will be responsible for taking, distributing, and archiving the minutes of each meeting. The Secretary also will have the responsibility of distributing materials to the classified personnel and other regular non-faculty status employees of the Law School as designated by the Law School Staff Representative Group.

#### **SECTION 5. PROCEDURES**

#### **I. Meetings**

**A. The Law School Staff Representative Group shall meet at least once every two months. The meetings will convene in May after elections in April or May of each year where elections are necessary.**

**B. Voting shall be in the form of show of hands unless a secret ballot is requested by a member of the Law School Staff Representative Group.**

**C. Special meetings may be called in any of the following ways:**

- 1. By the Dean of the Law School**
- 2. By any member of the Law School Staff Representative Group**
- 3. By any classified personnel or other regular non-faculty status employee of the Law School or by any University employee physically housed in Law School buildings via written request to any member of the Law School Staff Representative Group.**

**D. The order of business at each council meeting shall be:**

- 1. Presentation and adoption of minutes of last meeting**
- 2. Reports of committee chairs and discussion of such**
- 3. Report of the Law School Representative to the University Staff Council and discussion of such**
- 4. Old Business**
- 5. New Business**
- 6. Scheduling of next meeting**
- 7. Adjournment.**

**E. A quorum is the presence of a simple majority of the membership. Motions made and seconded may be passed by a majority of those present and voting.**

**F. A Law School Staff Representative Group member unable to attend a meeting should appoint a voting proxy in the event of his/her absence. A proxy may represent only one member at a meeting.**

**G. All classified personnel or other regular non-faculty status employees of the Law School are welcome to attend meetings and may participate in discussions, but may not vote.**

**H. Copies of minutes of the previous meeting will be distributed to each member by the Secretary of the Law School Staff Representative Group and archived by the Secretary.**

***II. Non-organizationally Assigned Employees of the University***

**Classified University personnel physically housed within the Law School buildings but not employed by the Law School, such as custodians, shall have the right to present issues and concerns to the Law School Staff Representative Group and may attend and participate in any discussion at the Law School Staff Representative Group meetings, but may not vote.**

***III. Amendments to the Bylaws***

**The Law School Staff Representative Group will have the power to amend its bylaws provided that such amendments are approved by a majority vote cast at two successive Law School Staff Representative Group meetings.**

**Law School Staff Representative Group  
CURRENT COMPOSITION (AS OF 06/10/2010)**

**Law School 5 members**

**Nicole Johnson (05/2010-05/2012)  
Cherylann Hahn (05/2010-05/2012)  
Paula McBride (05/2010-05/2012)  
Sara Schramm (05/2010-05/2012)  
Open**

**Law Library 3 members**

**Deborah Baker (05/2010-05/2012)  
Carol Humphries (05/2010-05/2012)  
Cheryl Solomon (05/2010-05/2012)**

**Institute of Continuing  
Judicial Education 1 member**

**Lynda Hanscome (05/2010-05/2012)**

**Legal Education 1 member**

**Institute of Continuing  
Shannon Scott (04/2005 – 06/2010)**

**2010 Officers of Law School Staff Representative Group**

**Chair --- Open  
Vice Chair --- Cherylann Hahn  
Secretary --- Deborah Baker  
Staff Council Representative --- Shannon Scott**