



Official Bylaws

Revised

06/09/21

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1 Organization

1.1 NAME AND PURPOSE

- 1.1.1 **NAME.** This organization shall be known as the Staff Council at Georgia Tech. The term Council, as used here, shall refer to the Staff Council at Georgia Tech, unless otherwise specified.
- 1.1.2 **PURPOSES.** The Staff Council exists to understand perspectives that are representative of the broad population of staff about matters of institutional importance; and to communicate those perspectives along with advice and suggestions to the Institute President and executive officers at regular intervals.

1.2 COMPOSITION

- 1.2.1 The Council shall consist of 23 elected staff representatives.
- 1.2.2 The 23 elected staff representatives shall correspond to the proportion of total staff classified in that job classification according to the Job Classification and Compensation System, herein referred to JCCS.
- 1.2.3 The 23 elected staff representatives shall be numerically represented as follows:
 - 1.2.3.1 Staff members classified as Administrative and Professional shall occupy 53.77% or 12 seats on the Council.
 - 1.2.3.2 Staff members classified as Skilled Trades shall occupy 17.28% or 4 seats on the Council.
 - 1.2.3.3 Staff members classified as Scientific, and Research shall occupy 8.44% or 2 seats on the Council.
 - 1.2.3.4 Staff members classified as Information Technology shall occupy 18.10% or 4 seats on the Council.
 - 1.2.3.5 Staff members classified as Development shall occupy 2.41% or 1 seat on the Council.

2 Membership of the Council

2.1 MEMBERSHIP DEFINED

- 2.1.1 Members of the Council must be full-time or part-time staff of the Georgia Institute of Technology.

2.2 SELECTION OF MEMBERS

- 2.2.1 Members of the Council shall be nominated and elected by the staff at-large.
- 2.2.2 In order to be eligible for nomination and election on the Council, the staff members must:
- 2.2.3 Be a full-time or part-time (at least 20 hours per week) staff member with a staff title, as outlined by the JCCS (see 2.2.1.3).
- 2.2.4 Have completed 12 consecutive months of service to Georgia Tech with a staff title by the application deadline.
- 2.2.5 Be employed with an eligible staff title, as outlined by the JCCS. Individuals holding the following employee classifications or titles are ineligible to serve on the Council: Institute President, Executive Vice Presidents, Provost, Vice Presidents, Associate Vice Presidents, Dean of Students, Academic Faculty, Research Faculty, Retirees, Affiliates, Contractors, Temporary Employees, Postdocs and Students.

2.3 NOMINATIONS

- 2.3.1 Any full-time or part-time staff member may nominate an eligible staff member for an open position on the Council, subject to eligibility, including current members of the Council.
- 2.3.2 Any full-time or part-time staff member may nominate themselves for an open position on the Council, subject to eligibility, including current members of the Council.
- 2.3.3 Nominations for open positions on the Council shall open during the fall academic semester.

2.4 ELECTIONS

- 2.4.1 Elections shall be held for all expiring positions on the Council.
- 2.4.2 Candidates for open positions shall be listed by JCCS classification.
- 2.4.3 Each full-time and part-time staff member with a staff title shall be entitled one vote per open seat on the ballot, regardless of the voter's JCCS classification.
- 2.4.4 Members of the current Council are eligible to vote in the elections process.
- 2.4.5 The candidate within a JCCS classification who receives the largest number of votes shall be elected to that seat on the Council.
- 2.4.6 Should multiple open seats exist within one JCCS classification, the open seats shall be filled with the candidate receiving the next largest number of votes. This process shall continue until all open seats are filled within that JCCS classification.
- 2.4.7 In the event of a tie, the candidates who are tied for the remaining seats will be contacted to confirm interest in continuing in the race. If all candidates agree to continue, the current council shall vote to appoint the remaining seats in each JCCS category.

- 2.4.8 An Elections Committee, comprised of members appointed by the Vice-Chair and to be chaired by the elected Vice-Chair, will be formed every year and is restricted to the elected Staff Council, OIT Rep, Communications Rep, and ex-officio members. The Elections Committee will be responsible for planning and implementing the election process for the Staff Council.

2.5 CAMPAIGN REGULATIONS

- 2.5.1 Candidates shall submit a candidate biography with the nomination for election. The candidate biography shall be placed on the Council website and in books/binders. These book/bonders shall be made available to all staff that may not have access to online candidate biographies.
- 2.5.2 The Council shall promote the elections process by electronic and non-electronic media, which shall include information about all eligible candidates.
- 2.5.3 Candidates may not hang posters, fliers, or other printed materials promoting their candidacy to the staff at-large.
- 2.5.4 Candidates may not utilize any Institute email listserv for campaign purposes.
- 2.5.5 Candidates may not advertise in any Georgia Tech departmental newsletters or on Georgia Tech or personal social media platforms for staff council elections or nominations.
- 2.5.6 Members of the current council shall remain impartial during the election process and shall not campaign for or against any candidate regardless of JCCS classification.

2.6 TERM OF MEMBERS.

- 2.6.1 Members of the Council shall serve a term to last three (3) years. Terms begin on January 1st and end on December 31st. Terms shall be staggered to allow for retention of institutional and historical knowledge of the Council.

2.7 TERM LIMITS OF MEMBERS.

- 2.7.1 Members of the Council shall serve no more than two (2) consecutive terms. After running for two (2) consecutive terms members must wait 12 months before they are eligible for re-election.

2.8 VACANCIES

- 2.8.1 Should a member of the Council vacate their position before the expiration of their term, the Executive Leadership Team shall appoint an individual within the vacant JCCS category who obtained the next highest vote count during the most recent election.
- 2.8.2 Every effort will be made to fill the vacancy with the same JCCS classification, however, if this is not possible then the Executive Leadership Team will accept nominations outside of the JCCS category. The individual selected outside of the JCCS category will serve through the remainder of the three-year term.

- 2.8.3 Nominee(s) outside of the JCCS category will be identified and voted in by the Executive Leadership Team utilizing the following methods:
- 2.8.4 The most current election results when applicable.
- 2.8.5 It is up to the Executive Leadership Teams Discretion to elect or not elect an individual who has the most votes across all categories.
- 2.8.6 Nominations from current Staff Council Members.
- 2.8.7 The vacancy should be filled within two regular council meetings of the seat becoming vacant.
- 2.8.8 Should the vacancy be in a leadership role (Chair, Vice Chair, Secretary, Treasurer or Committee Chair) an interim will be appointed by the executive leadership team and that individual will serve through the remainder of the one-year term that was vacated.

2.9 STAFF COUNCIL ATTENDANCE POLICY

2.9.1 Staff Council Meetings

- 2.9.1.1 Attendance Requirement: Each Staff Council member must not exceed 25% absences of all Staff Council general meetings in a calendar year.
- 2.9.1.2 If a Staff Council member reaches 25% absences within a calendar year, the Staff Council vice chair will contact the Council member for a meeting regarding an evaluation of absences.
- 2.9.1.3 Each Staff Council member exceeding 25% absences may undergo evaluation of membership by the executive leadership team.
- 2.9.1.4 Leave of Absence: If a Staff Council member will be unable to satisfy the attendance requirement due to a leave of absence, the executive leadership team shall determine if a replacement member will be assigned in an interim or permanent basis (refer to Bylaw 2.5 for vacancy procedures).
- 2.9.1.5 Potential of Dismissal: Each Staff Council member has the potential to be dismissed upon evaluation by the executive leadership team to have violated the attendance requirement.
- 2.9.1.6 Appeal of Dismissal: Upon dismissal, each Staff Council member shall be allowed the opportunity to appeal to the executive leadership team or entire Staff Council.
- 2.9.1.7 Proxies: A Staff Council member who is unable to attend a meeting shall be noted as absent. Proxies will not be allowed.

2.9.2 Committee Meetings

- 2.9.2.1 Attendance Requirement: Each Staff Council member must not exceed 25% absences of all committee meetings in a calendar year.

- 2.9.2.2 Staff Council members (excluding the executive leadership team) will commit to serving on one or more committees each year of their service to the Council.
- 2.9.2.3 If a Staff Council member reaches 25% absences within a calendar year, the committee chair will contact the Council member for a face-to-face meeting regarding an evaluation of absences.
- 2.9.2.4 At the discretion of the committee chair, further evaluation of the Staff Council member's committee membership may be escalated to the executive leadership team for consideration.

3 Officers of the Council

3.1 TITLES OF OFFICERS

- 3.1.1 The officers of the Council shall consist of Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian

3.2 DUTIES OF OFFICERS

- 3.2.1 The duties of the officers of the Council shall consist of:
 - 3.2.1.1 CHAIR. The Chair shall convene and preside over all meetings of the Council; provide leadership to the members of the Council; and represent the interests of the Council and staff members to the Institute President and executive officers.
 - 3.2.1.2 VICE CHAIR. The Vice Chair shall implement the annual election process for vacant positions on the Council; act as Chair in their absence; and aid in the performance of the duties of the Chair.
 - 3.2.1.3 SECRETARY. The Secretary shall act as a liaison to the committee chairs; assist the Chair in creating meeting agendas for the Council; and prepare agendas for meetings with the Institute President and executive officers.
 - 3.2.1.4 TREASURER. The Treasurer will oversee the financial affairs of the council including the creation of a budget tracker, processing invoices, and managing payments to vendors.
 - 3.2.1.5 PARLIAMENTARIAN. The Parliamentarian will oversee the Bylaws of the Staff Council at Georgia Tech and a published authority to be chosen by the Chair and Parliamentarian for use during their term of office. Roberts Rules of Order (<https://robertsrules.com/>) will be the published authority on parliamentary procedure.

3.3 ELIGIBILITY FOR OFFICE

- 3.3.1 Officers of the Council must be duly elected to the proper seat on the Council.

3.4 TERM OF OFFICERS

- 3.4.1 Officers shall be elected to serve a one-year term.

3.5 TERM LIMITS OF OFFICERS

- 3.5.1 Officers may serve no more than two (2) consecutive one-year terms in the same officer position.

3.6 ELECTION OF OFFICERS

- 3.6.1 Officers of the Council shall be elected at the first regular meeting of the Council following the annual election process.
- 3.6.2 Nominations and elections shall occur at this same meeting.
- 3.6.3 The candidates receiving the most votes shall be considered the elected officers.

3.7 PARTICIPATION

- 3.7.1 Leadership Council Members (including Executive Leadership & Committee Chairs) are required to commit a minimum of 7 hours per month towards the fulfillment of the duties assigned to their appointed role.
- 3.7.2 General Council Members are required to commit a minimum of 5 hours per month towards council activities. (see Appendix A)

4 Committees of the Council

4.1 FORMATION OF COMMITTEES.

- 4.1.1 The Council shall have authority to maintain standing and special committees as deemed necessary by the Council or Council Chair; and to assign topics to committees for review and investigation.
- 4.1.2 Eligibility: In order to be eligible to be nominated and elected to a position on a committee, the staff members must:
 - 4.1.2.1 Be a full-time or part-time (at least 20 hours per week) staff member with a staff title, as outlined by the JCCS.
 - 4.1.2.2 Have completed a minimum of 6 months of consecutive service to Georgia Tech with a staff title, as outlined by the JCCS, prior to completing a committee application.
- 4.1.3 The Appointment is for one-year. After the completion of the term the committee member must re-apply.
- 4.1.4 Council members not serving as elected officers or committee chairs are required to join one committee.

- 4.1.5 Each Committee Chair may appoint a committee co-chair at their discretion.

4.2 STANDING COMMITTEES.

- 4.2.1 The five (5) standing committees of the Council shall consist of: Campus Physical Environment Committee, Communication Committee, Compensation and Benefits Committee, Employee Engagement Committee, and Employee Health and Well-being Committee.
- 4.2.1.1 The Campus Physical Environment Committee shall work to provide staff with a voice and knowledge in areas of concern with the campus physical environment. The committee shall focus on topics that may include but are not limited to considerations that Georgia Tech is a multi-campus Institute; accessibility to campus; security and safety of the campus environment; transportation and parking needs to and from each campus and around campus; consideration that Georgia Tech campuses operate on a 24-hour/7 day a week schedule; sustainability for each campus to reduce the carbon footprint.
- 4.2.1.2 The Communications Committee shall work to promote the activities of the Staff Council and its standing committees; contribute to ongoing communications initiatives of the council to help insure transparent, timely and relevant communication to target audiences; work regularly with the other standing committees to facilitate consistency and professionalism of communication efforts originating from those groups; engage with the Office of Human Resources, Institute Communications and other appropriate units to publicize council initiatives, achievements and other relevant information to the Georgia Tech Staff at large.
- 4.2.1.3 The Compensation and Benefits Committee shall be a voice for advocating issues relevant to GT employees. The Compensation and Benefits Committee will partner, collaborate, and engage with the Office of Human Resources to represent the interests of staff employees and work with organizations, such as the Faculty Benefits Committee to achieve a favorable outcome relevant to compensation and benefits.
- 4.2.1.4 The Employee Engagement committee shall work to address topics specific to the employee experience at Georgia Tech including staff retention efforts, recognition, diversity, fair treatment, and employee engagement in ways that reinforce Institute values and fit within the Institute's mission.
- 4.2.1.5 The Employee Health and Well Being committee shall work to inspire, encourage, and support employees in the pursuit of their chosen work/life balance, community service endeavors, and health and wellness objectives; provide recommendations for resources for support and assistance; and give employees a confidential forum to express their concerns and ideas about the state of health and well-being for staff at Georgia Tech.

4.3 SPECIAL/AD HOC COMMITTEES.

- 4.3.1 A special or ad hoc committee is created to perform a specific task and is dissolved when the task is completed, and the final report is given. The membership should not create a special committee to do something that is within the designated function of a standing committee.

4.4 CHARGE OF COMMITTEES.

- 4.4.1 Each committee shall report on the disposition of each topic referred to it by the Council. Unless otherwise specified, each committee shall be empowered to investigate topics within its area of responsibility for report to the Council. Budgetary and financial implications shall be included in all reports to the Council.

4.5 COMMITTEE MEMBERSHIP.

- 4.5.1 Each standing or special committee shall consist of a chair and number of participants as deemed by the Staff Council Chair, with no more than 20 members to serve a one-year term.
- 4.5.2 COMMITTEE CHAIRS.
 - 4.5.2.1 Committee chairs will be nominated and elected by the twenty-three (23) elected representatives of the Council.
- 4.5.3 COMMITTEE MEMBERS.
 - 4.5.3.1 A committee member shall be selected by the committee chair and approved by the Council. Committee members may be either self or peer nominated. Committee members may be nominated from the staff at large or be serving a current term as an elected member of the Council. The Vice Chair will create a committee sheet based on elections. The Chair has up to 60 days after the start of the new staff council year to add members to a committee. Committee chairs may select additional members and remove committee members at their discretion.
- 4.5.4 VACANT COMMITTEE SEATS.
 - 4.5.4.1 If a committee member is unable to fulfill their term, it is under the discretion of the committee chair to appoint a new committee member.

4.6 COMMITTEE MEMBER ATTENDANCE POLICY (DOES NOT APPLY TO STAFF COUNCIL MEMBERS)

- 4.6.1 Attendance Requirement
 - 4.6.1.1 As members who have pledged to a year-long membership role on a Staff Council committee, committee members must not exceed 25% absences of all committee meetings in a calendar year.
 - 4.6.1.2 If a committee member reaches 25% absences within a calendar year, the committee chair will contact the member for a meeting regarding an evaluation of absences.
- 4.6.2 Leave of Absence: If a committee member will be unable to satisfy the attendance requirement due to a leave of absence, the committee chair, together with consultation with the executive leadership team, shall determine if a replacement member will be assigned in an interim or permanent basis (refer to Bylaw 2.5 for vacancy procedures).

- 4.6.3 Potential of Dismissal: Each committee member has the potential to be dismissed upon evaluation by the committee chair and the executive leadership team to have violated the attendance requirement.
- 4.6.4 Appeal of Dismissal: Upon dismissal, each committee member shall be allowed the opportunity to appeal to the executive leadership team.
- 4.6.5 Committee chairs have the authority and discretion to decide how to handle attendance within their committees. Only the committee chair shall determine if particular cases within their committees will warrant an exception to the committee member attendance policy.

4.7 CAMPUS COMMITTEE MEMBERSHIP

- 4.7.1 Staff Council shall have representation on several applicable campus committees. Representatives on the external committees shall report back to Staff Council Leadership. External Committees Include but are not limited to the following:
 - 4.7.1.1 Faculty Executive Board: The Chair or Vice-Chair will serve as a representative during their year in office. If one of them cannot attend, they may send the Secretary or a Committee Chair in their absence.
 - 4.7.1.2 Staff Award Selection Committee: The Employee Engagement Chair will serve as a representative during their year in office. The EEC Chair will serve in this roll from February until March.
 - 4.7.1.3 Faculty Benefits Committee: The Compensation & Benefits Committee Chair will serve as a representative during their year in office. If one of them cannot attend, another Executive Leader or Committee Chair may attend in their absence.
 - 4.7.1.4 Faculty Safety Committee: The Campus Physical Environment Chair will serve as a representative during their year in office. If one of them cannot attend, another Executive Leader or Committee Chair may attend in their absence
 - 4.7.1.5 GT Recovery Taskforce: The Chair will serve as a representative during their year in office
 - 4.7.1.6 Home Park Living Committee (HPLC): The Chair or Vice-Chair will serve as a representative during their year in office. If one of them cannot attend, they may send the Secretary or a Committee Chair in their absence.
 - 4.7.1.7 Appointed Positions: The Chair will appoint the council position of parliamentarian as well as the campus liaison positions within the Georgia Tech Human Resources, the Georgia Tech Police and the Georgia Tech faculty. The Chair will request a liaison from (GTHR) Georgia Tech Human Resources, (GTPD) Georgia Tech Police Department and the Georgia Tech Faculty. * Reference 5.3

5 General Procedures

5.1 MEETINGS

- 5.1.1 GENERAL STAFF COUNCIL MEETINGS. Regular meetings of the Staff Council shall occur at least once per month with the schedule determined by a vote of the council.
- 5.1.2 SPECIAL MEETINGS. Special meetings of the Council may be called by the President of the Institute; by the Chair of the Staff Council or the Vice Chair in the absence of the Chair; or by written petition, signed by ten or more Council members, addressed to the Chair of the Council.
- 5.1.3 LEADERSHIP MEETINGS. Regular meetings of the officers of the Council consisting of Chair, Vice Chair, Secretary, Treasurer and Parliamentarian shall occur at least once per month with the schedule determined by a vote of the leadership.
- 5.1.4 ORDER OF BUSINESS. The order of business at regular meetings of the Council shall be as follows.
 - I. Call to Order
 - II. Roll Call
 - III. Adoption of Previous Meetings Minutes
 - IV. Officer Reports
 - V. Committee Reports
 - VI. Unfinished Business
 - VII. New Business
 - VIII. Adjournment
- 5.1.5 QUORUM. A two-thirds (2/3) of the voting members of the Staff Council will constitute a quorum. The Staff Council may not conduct a vote if a quorum is not met or is not sustained.
- 5.1.6 VOTING. Each member of the Council is entitled to one (1) vote. Voting shall be conducted during meetings of the Council whenever possible. In special circumstances, as stipulated and agreed upon by the Council, votes may be cast electronically. A simple majority of members must post a vote in order to constitute a quorum. The Chair shall not vote except in the case of a tie.
- 5.1.7 VISITORS. All staff members of the Institute may attend regular meetings of the Council but may not participate in discussion or voting procedures. Visitor to the Staff Council meetings must be approved by the Chair and added to the meeting agenda. Visitors will be acknowledged and given the opportunity to address the council at the end of each meeting.

5.2 EX OFFICIO POSITION

- 5.2.1 The ex officio position will be filled by the previously elected Chair (or appointed individual by the Executive Staff Council Leadership Team) to serve a one-year term in an advisory/mentor role to the Staff Council Leadership Team (Chair, Vice Chair, Secretary, and the five (5) Committee Chairs).
- 5.2.2 Duties this position could perform but not limited to include:
 - I. Attend the different committee meetings.
 - II. Provide guidance/direction when requested/needed.
 - III. Serve as mentor to new Executive Leadership Team and/or Committee Chairs.
 - IV. Serve as interim for Committee Chair vacancy.
 - V. Lead Ad Hoc committees when identified.

6 Amendments

6.1 BYLAW AMENDMENTS

- 6.1.1 The Staff Council shall have authority to amend its bylaws providing that such amendments be approved by a two-thirds majority of the votes cast.
- 6.1.2 Amendments shall be presented to the Council in writing, and automatically tabled until the next consecutive meeting of the Council.
- 6.1.3 Proposed amendments will be reviewed by the bylaws committee and a draft document will be brought before the Staff Council Executive Leadership for review.
- 6.1.4 Once the amendment has received approval by the Executive Leadership, it must be presented in writing to the voting members of the staff council for review at least 7 calendar days prior to the vote to approve or deny the proposed amendment.

7 APPENDICES

7.1 APPENDIX A: 2021 ENGAGEMENT OPPORTUNITIES



2021 Engagement Opportunities

Item	Cadence	Hours	Description
General Meetings	monthly	1	routine touch point for all Staff Council Members
Leadership Meetings	monthly	1.5	routine touch point for leadership members (<i>exec and committee chairs only</i>)
Committee Meetings	monthly	1	routine touch point for committee chairs and members
“Virtual” Office Hours	Every Monday	1	opportunity to interact with staff and distribute the one and five year gifts at the CRC SC Office
Miscellaneous Events	ongoing	1	opportunity to volunteer and represent Staff Council at other events throughout the year – Staff Appreciation Day, Benefits Fair, Facilities Picnic, etc. Attend ad-hoc meetings with executive leadership and other key stakeholders initiated by Staff Council only.
Gift Distribution	last two weeks of each month	1	opportunity to distribute one and five year gifts to recipients across campus (<i>based upon location</i>)
New Employee Experience	2 nd & 4 th Wednesday of each month	1.5	opportunity to represent Staff Council during new staff member orientation sponsored by GTHR
Inform GT Series	once/quarter	1	opportunity to partner with other organizations across campus to bring forth relevant topics of interest to benefit staff development

7.2 APPENDIX B: SAMPLE TEMPLATE OF MEETING AGENDA



Georgia Institute of Technology Staff Council General Meeting Agenda

Bluejeans
Thursday, March 18th, 2021
2:00 p.m. – 3:00 p.m.

“The Staff Council exists to understand perspectives that are representative of the broad population of staff about matters of institutional importance; and to communicate those perspectives along with advice and suggestions to the Institute President and executive officers at regular intervals.”

Call to Order	Quinae Ford	2:00 p.m.
Approval of February Minutes	Quinae Ford	2:05 p.m.
Special Presentation: AdminX	Jennifer Herazy Jennifer Hubert	2:10 p.m.
Georgia Tech Updates	Quinae Ford	2:20 p.m.
USG State Staff Council Conference	David Brown, Candice Bovian	2:25 p.m.
New Initiatives	Quinae Ford	2:35 p.m.
<ul style="list-style-type: none">• New Committee Chair Status Report• Moving to Teams		
Committee Updates (2 minutes please)	Chairs (Comm., C&B, CPEC, EEC, EH&W, Bylaws)	2:45 p.m.
Secretary Recap/Reminders	Alicia Wood-Jones	2:55 p.m.
<ul style="list-style-type: none">• Office Hours• Participation Tracker• Teams Notifications		

Next meeting- General Staff Council Meeting
Thursday, April 15, 2021 - 2:00 p.m. – 3:00 p.m.

7.3 APPENDIX C: STAFF COUNCIL PARTICIPATION TRACKER

Georgia Tech Staff Council Member Participation Tracker							Enter the number of committee meetings you attended this month.
		Do not touch this column!					
#	Staff Council Member	Hours Completed*	General Meeting	Leadership Meeting	Committee Meeting	# of Committee Meetings	Virutal Office Hours
1	Quinae Ford	29	Yes		Yes	4	
2	Candice Bovian	20.5	Yes	Yes	Yes	3	
3	Alicia Wood-Jones	8.5	Yes	Yes	Yes	1	
4	Kevin Ellis	5.5	Yes	Yes	Yes	3	
5	Jonathan Etress	3.5	Yes	Yes			
6	Melody Austin	5.5	Yes	Yes	Yes	1	
7	Juan Archila	4.5	Yes	Yes	Yes	1	
8	Alex Gutierrez	9.5	Yes	Yes	Yes	1	
9	Will Jimerson	5.5	Yes	Yes	Yes	1	
10	Courtney Hill	7.5	Yes	Yes	Yes	1	
11	Byron Fitch	7.5	Yes	Yes	Yes	2	

7.4 APPENDIX D: GT INFORM SERIES



The GT Inform Series has been revamped as a series of informative events used to provide staff with an avenue to receive information related to specific topics. These will include:

- **Wellness Wednesdays (Quarterly)**
 - MARCH COVID-19 & Vaccinations: Myths vs. Realities
 - JUNE Health Initiatives & Activators
 - SEPTEMBER EAP (Mental Health Resources)
 - DECEMBER Visioning
- **Committee Chats (Five/Annually – 2nd Wednesday @ 11:00 a.m.)**
 - JULY COMP & BEN
 - AUGUST EMPLOYEE ENGAGEMENT
 - NOVEMBER CPEC
- **Townhalls (Two/Annually)**
 - MAY
 - OCTOBER
- **Chat w/Kim (CHRO)**
- **Chat w/Kelly**

GT Inform Series / Office Hours Schedule

March

- 3/1 – Virtual Office Hours
- 3/17 – Wellness Wednesday: Covid-19 & Vaccinations

April

- 4/5 – Virtual Office Hours
- 4/14 – Committee Chat: Health & Well-Being

May

- 5/3 – Virtual Office Hours
- Employee Engagement Townhall

June

- 6/2 - Wellness Wednesdays: Introduction to Health Initiatives & Well-being Activators (Guest: Joi Alexander)
- 6/7 – Virtual Office Hours

July

- 7/5 – Virtual Office Hours
- 7/14 - Committee Chat: Comp & Ben

August

- 8/2 – Virtual Office Hours
- 8/11- Committee Chat: Employee Engagement

September

- 9/1 – Wellness Wednesday - Mental Health focus
- 9/6 – Virtual Office Hours

TENTATIVE: (9/29 - EMPLOYEE APPRECIATION EVENT) -

October

- 10/4 – Virtual Office Hours
- Employee Engagement Townhall

(10/7-8/2021 - USG STATE STAFF COUNCIL CONFERENCE)

November

- 11/1 – Virtual Office Hours
- 11/10 - Committee Chat: Campus Physical Environment

December

- 12/1 – Wellness Wednesday: Visioning
- 12/6 – Virtual Office Hours

7.5 APPENDIX E: DISMISSAL LETTER

Hello <Staff Council Member>,

I hope all is well and you are remaining healthy and safe. Per our Staff Council Attendance Policy, I am reaching out regarding your participation in Staff Council.

To date, you have missed X general meetings (list months) which is the maximum number of meetings you can miss for the year. Please reference the attached file that shows the BlueJeans meeting attendance record for our SC virtual general meetings.

We truly understand the additional work and time constraints Covid-19 has presented for us all. Therefore, we are opening the lines of communication to better understand your current situation, decline in participation and how we can make this transition smoother. Below I have provided a detailed overview of our Attendance Policy, as well as other ways for you to meet our membership requirement.

As a reminder, the Bylaws explicitly state that anyone that misses 25% of all general meetings and does not meet the minimum number of hours per month will be evaluated for potential dismissal by the executive leadership team.

1. **Staff Council Participation** – Per our general meeting in May 2020, we have modified the expected monthly hours of participation to reflect the ongoing COVID-19 implications for not being on campus. The hours are as follows:
 - a. **Leadership members** – minimum of **5 hours/month** (*general meetings, leadership meetings, committee meetings, virtual office hours, ad-hoc meetings, etc.*)
 - b. **General members** – minimum of **3 hours/month** (*general meetings, committee meetings, virtual office hours*)
 - c. **Absences** - please be sure to email the Secretary and the Chair (*in advance*) if you are unable to attend our monthly leadership or general meetings.
COMMUNICATION IS KEY!
 - d. **Monthly Tracking** – please be sure to submit your participation hours in Teams ([click here](#)) by the end of each month. The Secretary will follow up with you individually to confirm your hours and update as necessary moving forward.
2. **Virtual Office Hours** – We will continue to host virtual office hours the first Monday of each month. [Click here](#) to sign up in Teams for any remaining slots.

Please feel free to reach out to the Chair or me if you have any questions.

7.6 APPENDIX F: *REVISIONS & AMENDMENTS*

Date	Author	Revision Notes
1/20/2016	Leslie Hall	At 1/19/2016 meeting, council voted unanimously to change to meeting frequency to once a month. Change made to paragraph 5.2.1.
12/13/2017	Leslie Hall	At 12/6/2017 planning meeting, the following changes were approved. <ul style="list-style-type: none"> • Section 2.5 – Text changes • Section 4.1.2 – Text changes • Section 4.1.3 – New • Section 4.6 – New • Section 5.3 - New
12/6/2018	Candice Bovian	At 5/15/2018 meeting, council voted to update the Staff Council member attendance policy. The following changes were approved. <ul style="list-style-type: none"> • Section 5.2.6 Removed Absences/Proxies and replaced with a new Staff Council Attendance Policy.
12/6/2018	Candice Bovian	At 11/20/2018 meeting, council voted to add a new Committee Member attendance policy. The following changes were approved. <ul style="list-style-type: none"> • Section 4.5.4 – Added new Committee Member attendance policy.
6/17/2021	Jonathan Etness, Candice Bovian	Bylaws Overhaul, revisions, and updates