

BYLAWS: STAFF COUNCIL

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1. ARTICLE I NAME

- 1.1. The name of this organization shall be New Mexico Tech Staff Council. New Mexico Tech Staff Council shall hereinafter be referred to as “Staff Council”.

2. ARTICLE II AUTHORITY

- 2.1. **Staff Council**– The Staff Council shall operate under New Mexico Institute of Mining and Technology, hereinafter referred to as “NMT.”
- 2.2. **Bylaws** – The Staff Council shall operate under the spirit of New Mexico Tech’s Mission, Vision, and Values. The bylaws of Staff Council are incorporated herein.
- 2.3. **Advisory Authority** - The Staff Council shall have the authority to review and make recommendations on policies, procedures, and practices that impact staff. The council may provide feedback on issues such as compensation, benefits, work-life balance, diversity and inclusion, and professional development. These recommendations shall be formally submitted to university administration and the Board of Regents for consideration.
- 2.4. **Consultative Role**- The Staff Council shall be consulted on significant university decisions that affect staff, such as changes to policies, employee handbook, benefits, or working conditions. The council will review proposals and offer input, but final decision-making authority remains with university leadership.

3. ARTICLE III PURPOSE AND SCOPE

3.1. Definitions

3.1.1. For the purpose of constituency:

3.1.1.1. “Staff” shall be defined as any New Mexico Tech employee working at least FTE .50 = 20 hours or higher per pay-period [hourly or salaried], and who is not represented in the Faculty Senate or Student Government.

3.1.1.2. “Senior Administrators” including but not limited to the president, vice presidents, associate or assistant vice presidents, cabinet members, deans) are **not** considered Staff for the purpose of Staff Council Bylaws. Therefore, they are **ineligible to serve as members of the Staff Council** or as representatives. Additionally, they **may not vote in the General Assembly** or participate in any official capacity within the council.

3.2. **Purpose** – The purpose of the NMT Staff Council is to serve as a representative body that advocates for and promotes the interests, welfare, and professional development of university staff. The council operates in an advisory capacity to university leadership, offering recommendations and feedback on policies and initiatives that impact staff, and fostering a positive and inclusive workplace environment. The Staff Council is therefore **NOT** a policymaking entity, as defined by the New Mexico Open Meetings Act.

Specifically, the Staff Council aims to:

Advocate for the concerns, needs, and interests of staff members, ensuring their voices are heard in university decision-making processes.

Provide Input on university policies and practices that affect staff, particularly in areas such as compensation, benefits, work-life balance, professional development, and workplace conditions.

Facilitate Communication between staff and university administration by promoting transparency and dialogue, fostering a culture of collaboration and mutual respect.

Promote Professional Development by supporting opportunities for training, education, and growth that enhance staff skills and career advancement.

Organize Events and Programs that recognize and celebrate staff contributions, promote community, and support the overall well-being of staff members.

Serve as a Resource for staff seeking information, support, or assistance with work-related issues, and where appropriate, act as a liaison to university leadership or relevant departments.

The council operates with a commitment to diversity, equity, and inclusion, ensuring that all staff are represented fairly and that all voices are considered in council deliberations.

4. ARTICLE IV MEMBERSHIP

4.1. Member Definitions

- 4.1.1. All Staff are General Assembly Members of the Staff Council, and will be referred to hereinafter as “General Members.”

- 4.1.2. General Members who are elected to represent their division will be referred to hereinafter as “Staff Council Representatives” or “Representatives.”
- 4.1.3. General Members who are elected to serve on the Staff Council Board will be referred to hereinafter as “Staff Council Board Members” or “Board Members.”
- 4.2. **Supervisor Support for Participation** - Staff Council values the active participation of staff members and recognizes the importance of their contributions to the council’s mission. To facilitate this, it is expected that supervisors will support and encourage employees to participate in council meetings, committees, and related activities without penalty or disruption to their work responsibilities.
- 4.3. **Eligibility for Election** – All FTE 1.0 [hourly or salaried] General Members from all divisions and programs of the University (see 5.3.2.1.1) are eligible to run for election as a Representative or Board Member on the Staff Council. This requirement will mitigate Council service and work conflict. Employees who are elected, appointed, or who serve on council committees, shall be permitted to attend regular council meetings, committee meetings, and other related activities during work hours. Supervisors are encouraged to provide reasonable accommodations for these activities as part of the employee’s regular work duties.
- 4.3.1. A General Member is **NOT** eligible to be elected to a position within their first year of work at NMT [the period of introduction.]¹
- 4.3.1.1. Exception for Inaugural Election [See 5.4.5]
- 4.4. **Membership Roster** – The Board shall maintain an up-to-date Staff Council roster and ensure that Representative and Board information is available to be recorded on the NMT Website.

¹ See [NMT Employee Handbook](#)

- 4.5. **Resignation** – Any Representative may voluntarily withdraw from duties upon written notice to the Parliamentarian and Secretary of the Council.

5. ARTICLE V

Staff Council Representatives and Board

- 5.1. **Staff Council Board** – The Staff Council shall be governed by a Board, consisting of two (2) Co-chairs, one (1) Parliamentarian, and one (1) Secretary. Members may only hold one officer position at a time. Each officer shall be a General Member of the Staff Council in good standing¹ according to HR. The Board shall be volunteers and shall receive no additional compensation for their services, except on occasion for certain expenses directly related to the mission and purposes of the council..
- 5.2. **General Powers** – The Board shall manage meeting agendas, meeting times, meeting location, and communications on behalf of the Staff Council.
- 5.3. **Election of Board and Representatives** – Each General Member in good standing shall be allowed **one (1) vote** at the annual meeting to elect the Board and Representatives.
- 5.3.1. Temporary, Part-time, and Emergency hires in good standing shall be allowed **one (1) vote** at the annual meeting to elect the Board and Representatives.
- 5.3.2. **Staff Council Representatives**
- 5.3.2.1. There will be a **minimum** of two (2) Representatives from each of the divisions.
- 5.3.2.1.1. The university divisions are:
- 5.3.2.1.1.1. Academic Affairs
- 5.3.2.1.1.2. Administration & Finance
- 5.3.2.1.1.3. Office of the President

- 5.3.2.1.1.4. Office of Research
- 5.3.2.1.1.5. Student Affairs.
- 5.3.2.1.2. Offices under these Divisions include but are not limited to:
 - 5.3.2.1.2.1. (e.g., Academic Offices, Admissions, Advancement, Auxiliary Services, Budget Office, Business Operations, Child Care Center, Cost Accounting and Reporting, Counseling Center Services, Energetic Materials Research and Testing Center (EMRTC), ESports, Facilities Management (FM), Financial Aid, Health and Wellbeing Center, Housing & Residential Life, Institute for Complex Additive Systems Analysis (ICASA), Information Technology and Communications Department (ITC), Langmuir Laboratory for Atmospheric Research, Marketing and Communications Department, Magdalena Ridge Observatory (MRO), National Cave and Karst Research Institute (NCKRI), New Mexico Bureau of Geology & Mineral Resources (NMBGMR), Office for Student Learning (OSL), Office of Innovation & Commercialization, Petroleum Recovery Research Center (PRRC), Playas Research and Training Center (PRTC), Property Office, Purchasing, Registrar, Services, Sponsored Projects Accounting, Student Access Services, Student Leadership & Engagement).

- 5.3.2.2. The Staff Council may establish a nominating committee to present nominees for the annual election.
- 5.3.2.3. Elections will be held annually in **April**, with the intention of freeing May for Commencement duties and allowing the month of **June** as a time of transition for newly elected members. Elected Representatives will start their posts on **July 1** (to coincide with the start of the new Fiscal Year).
- 5.3.2.4. Each (1) Representative shall be elected to a one (1) year term
- 5.3.2.5. A **minimum** of one (1) alternate should be designated from each division in order to satisfy 5.5 (*Removal*) and 5.7 (*Resignation*).

5.3.3. Staff Council Board Members

- 5.3.3.1. The Staff Council may establish a nominating committee to present nominees for the annual election.
- 5.3.3.2. Elections will be held annually in **April**, with the intention of freeing May for Commencement duties and allowing the month of **June** as a time of transition for newly elected members. Elected members of the Board and will start their posts on **July 1** (to coincide with the start of the new Fiscal Year).
- 5.3.3.3. Each (1) member of the Board shall be elected to a two (2) year term
- 5.3.3.4. A **minimum** of (1) alternate should be designated for each board position in order to satisfy 5.5 (*Removal*) and 5.7 (*Resignation*).

5.4. Term Limits – The following stipulations apply:

- 5.4.1. No Board member may serve more than two (2) consecutive two (2) year terms in the same position.
- 5.4.2. No Board member may serve as an elected member for more than three (3) terms or six (6) consecutive years.
- 5.4.3. No Representative may serve more than two (2) consecutive two (2) year terms in the same position.
- 5.4.4. No Representative member may serve as an elected member for more than three (3) terms or six (6) consecutive years.
- 5.4.5. The Inaugural Term shall begin **July 1, 2025** and end **June 30, 2026**, to align with the election cycle established herein.
 - 5.4.5.1. Inaugural elections may allow full-time employees within their first year of work at NMT [the period of introduction.]² to allow for recent turnover and immediate inclusion.
- 5.5. **Election Exceptions** - The Council may at any-time take a vote to allow full-time employees within their first year of work at NMT [the period of introduction.]³ to address heavy turnover or lack of eligible candidates.
- 5.6. **Removal of Representatives and Officers** – A representative may be removed from office for unethical behavior ³, or for failure or inability to perform duties. Removal of an officer requires a two-thirds vote among those present.
- 5.7. **Attendance** – The Staff Council operates on a year-round basis.
 - 5.7.1. **The Board Members** are expected to attend at least **sixty percent (60%)** of the regular business meetings annually and not have **three (3)** or more consecutive unannounced absences over a **twelve (12)** month period.

² See [NMT Employee Handbook](#)

³ [NMT Employee Handbook](#)

- 5.7.2. **Representatives** are expected to attend at least **50 percent (50%)** of the regular Board meetings annually. It should be equitably shared between the Division's Representatives. Representatives should not have **three (3)** or more consecutive unannounced absences over a **twelve (12)** month period.
- 5.7.3. **The General Member Assembly** is encouraged to attend as many meetings annually as possible. Supervisors will be made aware of when and where the meetings are to take place to aid with scheduling.
- 5.8. **Resignations** –
- 5.8.1. A Board member may resign by providing a written statement to the remaining Board members.
- 5.8.2. A Representative may resign by providing a written statement to the Parliamentarian & Staff Council Secretary.
- 5.8.3. These resignations should be made public knowledge to the General Members for transparency.
- 5.8.4. An elected Board member who is absent from three consecutive regular meetings of the Board during a fiscal year is encouraged to re-evaluate with the Board Chair his/her commitment to the Staff Council. The Board may deem a Board member who has missed three consecutive meetings without such a re-evaluation with the Chair to have resigned from the Board.
- 5.9. **Vacancies** – When a vacancy occurs among the elected members before the end of a regular term, the Staff Council shall, in accordance with **5.3.1.5.** and **5.3.2.4.**, fill said vacancy dependant on position from the designees on

either the Board alternates list or from the same division as the vacancy occurred on the Representative alternate list.

- 5.10. **Communication** – Board members shall maintain open communication with the upper administration of NMT, submitting such information as requested by the Staff Council in a timely and professional manner. Meeting Minutes should be maintained on the NMT website as well.

6. ARTICLE VI

Board Duties

- 6.1. **Co-Chair** – The two (2) Co-Chairs serve as the official spokespersons for the Staff Council. They preside over the meetings and facilitate the agenda items. The functions of a Co-Chair are to:
- 6.1.1. Represent the Staff Council, and be an advocate for staff issues, concerns and positions before the Board of Regents, the President of the University, and the University community.
 - 6.1.2. Serve as advisors to the University President.
 - 6.1.3. Chair and set the agenda for the Staff Council meetings and have one vote.
 - 6.1.4. Appoint members of the Staff Council to serve as liaisons to the Faculty Senate, the Student Government, and the Alumni Association with approval of the Board.
 - 6.1.5. Appoint or nominate, as appropriate, members of the Staff Council to permanent or ad-hoc committees when and if required and with approval of the Board.
- 6.2. **Parliamentarian** – The parliamentarian plays an advisory role in the conduct of meetings and retains tiebreaker powers to abstain from a vote when and where necessary. The functions of the Office of Parliamentarian are to:

- 6.2.1. Structure an efficient, strategic agenda for each meeting
- 6.2.2. Prepare official announcements, explanations, presentations on all Staff Council decisions
- 6.2.3. Understand and enforce [Robert's Rules of Order](#) in each meeting, as long as mandatory compliance to the Open Meetings Act is not violated.
- 6.2.4. Recognize the member speaking
- 6.2.5. Keep time if a time limit is imposed on the remarks of the recognized speaker
- 6.3. **Secretary** – The role of the Secretary is to support the Co-Chair in ensuring the smooth functioning of the Staff Council Meetings. The Secretary has one vote. The functions of the Office of Secretary are to:
 - 6.3.1. Ensure meetings are effectively organized and that minutes are documented.
 - 6.3.2. Maintain effective records and administration.
 - 6.3.3. Uphold the requirements of governing documents
 - 6.3.4. Communicate and prepare correspondence
 - 6.3.5. Acts as an information and reference point for the Co-Chairs and other committee members: clarifying past practice and decisions; confirming legal requirements; and retrieving relevant documentation.

7. ARTICLE VII

Staff Council Meetings

- 7.1. **Staff Council Meetings** – The Staff Council shall hold regular monthly meetings, in person and electronically). The Board shall meet a *minimum* of ten (10) times per year.
 - 7.1.1. The Staff Council shall rest in June and December.

- 7.1.2. Attendance will be taken to determine a quorum of eligible members is present per 7.4.
- 7.2. **Special Meetings** – The Board may hold special meetings as needed, as called by the Co-Chairs or the General Assembly in communication with the Board. The person(s) calling a special meeting shall establish the date, time, and location of the special meeting and provide all members with at least five (5) business days' notice.
- 7.3. **Annual Mandatory Meeting** – An annual meeting of all general members shall occur in April as designated by the Board of Directors. At the annual meeting, the General Assembly shall elect Representatives and Board members, and determine the direction of the Staff Council for the coming year.
- 7.3.1. All general members are expected to attend but no retaliation shall occur if members are unable to attend due to personal reasons, schedule conflicts, or work related duties.
- 7.4. **Quorum** – A quorum shall be established when at least 50% of the elected council members and representatives are present, either in person or via remote participation. If a quorum is not met, the council may hold discussions and gather input, but no binding votes or formal decisions can be made until a quorum is established.
- 7.4.1. All items to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.
- 7.4.2. Votes will be taken and recorded digitally to ensure distance membership participation.
- 7.4.3. In cases where quorum cannot be met, the council may opt for electronic voting on specific issues, with a simple majority of responses from all council members required to approve decisions.

Electronic votes must be open for at least **3 business days** to allow all members ample time to respond.

8. ARTICLE VIII COMMITTEES

- 8.1. **Committees** – Committees shall be appointed as deemed necessary by the Board.
- 8.2. **Nominating Committee** – In preparation for the annual meeting, a Nominating Committee may be appointed by the Co-Chairs no later than 60 days before the scheduled meeting date.
 - 8.2.1. The Nominating Committee shall include a minimum of three (3) General Assembly members and include at least one (1) member of the Board.
 - 8.2.2. The Nominating Committee will choose its Committee Chairperson from among the General Assembly members of the committee.
 - 8.2.3. The Nominating Committee will propose a slate of staff members to the Board for their consideration to present to the General Assembly as candidates for election.
 - 8.2.3.1. Those nominated will have previously agreed to serve, if elected.
 - 8.2.4. All elected terms [dependent on elected duration] expire at the end of the Fiscal Year.
 - 8.2.5. The Nominating Committee will report to the Board no later than thirty (30) days before the annual meeting.
- 8.3. **Other Committees** – The Board may establish and appoint other committees as deemed necessary for the operation of the Staff Council. These committees may be permanent or ad-hoc in nature and will serve under the authority of the Board.

- 8.4. **Special Inaugural Ad-Hoc Committee** - The Committee shall oversee the initial formation and structure of the Staff Council, developing foundational processes, and facilitating the first elections of council representatives. Committee members shall represent a cross-section of university departments and staff categories to ensure broad input and inclusivity during the formation process. This committee shall operate temporarily and be dissolved once the council is fully functional. The Special Inaugural Ad-Hoc Committee shall operate without the authority to make permanent decisions or represent the council beyond the scope of its formation duties. All decisions regarding elections, bylaws, and council formation shall be made with the input and consent of the broader staff body where applicable.
- 8.5. **Committee Membership** – Committee members may be appointed by the Board or the committee chairperson. Committee Appointees must be members in good standing of the General Assembly. The Co-Chairs or Board may remove any committee member at any time.
- 8.6. **Committee Reports** – Committees shall report their activities and progress to the Board at regular intervals as established by the Board. Committee reports shall be in writing and submitted to the Board five (5) business days prior to each board meeting. Committee chairs may be asked to provide additional information to the Board as required.
- 8.7. **Dissolution of Committees:**
- 8.7.1. Standing committees may be dissolved by a vote of the council if their responsibilities are no longer necessary or if their functions can be merged with another committee.
- 8.7.2. Ad-hoc committees shall automatically dissolve upon completion of their assigned tasks or projects, unless extended by a vote of the council.

9. ARTICLE IX AMENDMENTS

- 9.1. **Amendments** – Amendments to these bylaws may be proposed by a vote of the Representatives, at a duly called Board meeting. Any amendment that materially affects the voting rights of the membership must be approved by the General Assembly.
- 9.2. **Periodic Review** – These bylaws shall be reviewed every two (2) years at a minimum to ensure compliance with Staff Council needs and practices, with updates required every six (6) years. In the event that bylaws require amendment, a new copy shall be provided to all Staff Council members.

ADOPTION OF BYLAWS

We, the undersigned, consent to, and hereby do, adopt the foregoing bylaws,
as the bylaws of this Council.

ADOPTED AND APPROVED by the following entities on [DATE].

Signature

Signature

Printed Name
Co-Chair

Printed Name
Co-Chair

Signature

Printed Name
Secretary