

BYLAWS OF THE
PROFESSIONAL, ADMINISTRATIVE AND TECHNICAL STAFF COUNCIL

LAST REVISED: March 4, 2009

Article I Statement of Purpose

Section 1: There shall be a Professional, Administrative and Technical Staff Council of the University of New Hampshire-Durham and the University of New Hampshire at Manchester, which is a Standing Council of the Administration.

Section 2: The Professional, Administrative and Technical Staff Council serves in an informational and advisory capacity to the President. It provides for the election of University Governance Communication Council Representatives, recommends Staff personnel policies and concerns itself with matters affecting the welfare of the professional, administrative and technical staff including the rights and responsibilities of the group, promotion, salaries, staff development educational opportunities, retirement and other benefits.

Section 3: The Council acknowledges a special responsibility and accountability to members of the professional, administrative and technical staff which includes full-time status employees and employees holding status appointments of no less than half-time.

Section 4: The Council provides employee relations advice and counsel to members of the professional, administrative and technical staff.

Article II Definition of the Professional, Administrative and Technical Staff

Section 1: The Professional, Administrative and Technical Staff comprises employees whose academic preparation and work experience qualify them as key individuals within the structure of the University System. The professional, administrative and technical staff is allied closely with the faculty and operating staff in the execution of the University's mission; it has the special responsibility to provide necessary services and to promote excellence in University activities. The professional, administrative and technical staff is actively dedicated to contributing to the University's goals of teaching, research and service.

Article III Structure of the Council

Section 1: The Professional, Administrative and Technical Staff Council shall consist of twenty-one (21) members. Twenty (20) of these members shall represent individual PAT staff districts of equal size. One (1) of these members shall hold at-large membership in the Council. Ten (10) members of the Council will be elected in each even calendar year, and ten (10) members will be elected in each uneven calendar year. Elections will be held

in the Fall, and terms will be two (2) full years. The At-Large seat shall be filled during the election held in the even calendar year.

Section 1A: In the event of restructuring districts, the Executive Committee shall develop, with the approval of the Council, an appropriate redistricting plan and procedures for filling vacant Council seats. These procedures need not be in accordance with Article III, Section 1. In the event that the restructuring proposal is not in accordance with Article III, Section 1, a by-law change will need to be implemented in accordance with Article VIII.

Section 2: Members of the Council must hold no less than half-time appointments at the University.

Section 3: The officers of the Council shall be: Council Chairperson, Vice- Chairperson (who will serve as Co-Chairperson of the Council), and Secretary.

The officers shall be elected by the continuing and new members of the Council each year at the first Council meeting in December.

Council Chairperson: This person will call meetings of the Council each month and may call special meetings independently or upon request and will chair such meetings. He/she will also serve on the President's Cabinet.

Vice-Chairperson: This person shall serve as co-chairperson of the Council, calling and chairing meetings in the absence of the Council Chairperson at his/her request, and assisting with the operation of the Council.

Secretary: This person will record and maintain the minutes of all meetings, providing a summary of minutes to the President. This person will prepare the agenda for all meetings and will insert appropriate items and reports in the Campus Journal on a regular basis.

Section 4: At its January meeting every odd-numbered year, the PAT Council shall appoint a representative to the Systems Personnel Policies Committee. In January of every even-numbered year, the PAT Council will appoint an alternate to the Systems Personnel Policies Committee. These individuals could be current or ex-officio members of the PAT Council. The President of the University shall have final approval of the appointments.

The Representative and Alternate shall assume their position on the Systems Personnel Policies Committee the September following their appointment. After each SPPC meeting the Representative or Alternate shall attend the next meeting of the Compensations and Benefits Committee and the PAT Council to provide an update on SPPC activities and solicit input.

Section 5: In addition to electing its officers and SPPC representative, the Council shall appoint every other year one (1) PAT staff member to serve on the University Governance Communication Council for a two-year term. A one-year term seat on the University Governance Communication Council shall be reserved for the Chair or his/her designee. This appointment shall take place at the first Council meeting in January. In the event the two-year term representative to the University Governance Communication Council is elected Chair of the PAT Council, that person will resign the two-year term seat and assume the one-year term seat, and cause the PAT Council to appoint a new two-year term representative. A PAT representative of the University Governance Communication Council should present a joint report to the PAT Council following each University Governance Communication Council meeting. Each of the two (2) PAT representatives to the University Governance Communication Council shall serve on an ad-hoc committee of that body and be asked to report to the PAT Council.

Section 6: Council vacancies, as a result of death, resignation or other cause, may be filled for the duration of the term, by an individual from the respective district and chosen by a majority vote of the present Council.

Article IV Length of Term

Section 1: A Councilor is eligible for re-election to one (1) additional consecutive term, after which two (2) years must pass before she/he is again eligible, unless one (1) term was served to fill out the unexpired term of some other PAT Councilor.

Section 2: A University Governance Communication Council representative is eligible for re-election to one (1) additional consecutive term, after which two (2) years must pass before she/he is again eligible, unless one term was served to fill out the unexpired term of some other University Governance Communication Council representative.

Article V Election Procedures

Section 1: Council elections will be held annually in October.

Section 2: During the first week of September of each year, the Council will solicit no less than two (2) persons from each district to serve as nominees from that district.

Section 3: A minimum of two (2) names in each district every year and additionally two (2) or more names at-large in even-numbered years will appear on the final ballots. The nominations committee must conduct a primary election in the event that more than three persons are nominated for any district seat.

Section 4: The nominations committee is responsible for the publication of election procedures, ballots, results and the maintenance of district lists.

Section 5: The person with the greatest number of votes is elected in each district.

Section 6: For orientation purposes, newly-elected Council members will attend the November and December meetings with the outgoing and returning Council members. Official terms, with voting privileges, begin January 1, with the exception of the election of new Council officers at the December meeting.

Article VI Meetings

Section 1: Meetings of the Council shall be held each month. The Council shall meet with the President at the request of either party but no less than two (2) times each year. In addition the Council shall sponsor with the President open meetings, during which the President and invited speakers shall meet with the entire PAT staff.

Section 2: Council meetings are open to all members of the professional, administrative and technical staff and all staff have the right to speak with the permission of the chair. The Council may elect, by majority vote, to enter Executive Session from time to time, for purposes of discussing individual personnel concerns.

Section 3: The Council shall conduct its proceedings according to Robert's Rules of Order Revised, 1915 Version, Public Domain. The modified version of Robert's Rules of Order will be reviewed "and adopted" each year by the Council at the January meeting. The modified version of Robert's Rules of Order may be suspended at any time according to the procedure adopted by the Council to do so.

Section 4: Ad hoc or open meetings of the constituencies may be called by the Council at any time.

Section 5: All regular meetings of the Council shall be recorded. Storage and maintenance of the minutes shall be the responsibility of the secretary of the council. Copies of the minutes of the Council shall be permanently stored in the library.

Section 6: Any Council member who is absent without extenuating circumstances from three (3) consecutive regular meetings shall forfeit her/his seat and all Council appointments. The vacant seat will then be filled according to Article III, Section 6.

Article VII Committees of the Council

Section 1: The Council may establish committees as needed to carry out its functions. Such committees are directly responsible to the Council and report to the Chairperson.

Section 2: Standing Committees of the Council are:

Executive Committee This committee shall consist of the Council Chairperson, Vice-Chairperson, Secretary, and Committee Chairpersons. It shall be the purpose of this committee to ensure completion of work by individual committees, establish and carry out organizational concerns (election procedures, meeting schedules, guest speakers) and to act on behalf of the PAT Staff Council between regular Council meetings.

Nominations Committee This committee shall develop and maintain a list of qualified and interested PAT staff members who would be willing to serve on the Council and the various committees of the University. Additional duties shall include evaluation of the role of the PAT serving on University committees and to ensure accountability of PAT appointees to the Council and the PAT staff as a whole.

Compensation/Benefits Committee The purpose of this committee shall be to review all matters of wage and salary and fringe benefits as they relate to PAT staff. This committee shall also assist the Council with analysis of current trends involving these issues, and formulation of recommendations for salary increases and/or fringe benefit improvements.

Professional Development Committee The purpose of this committee shall be to provide proposals for PAT Staff improvement through educational seminars, workshops, institutes, and other activities appropriate to the continuing professional development of PAT employees. The committee shall also assist with programs designed to recognize PAT Staff contributions to the whole University community.

Communications Committee The purpose of this committee shall be to produce a PAT Staff newsletter, titled The Commons. The frequency of the newsletter shall be set by the committee at its first meeting. The newsletter is distributed to all PATs in Durham and Manchester, in addition to courtesy copies issued to Deans, Administrators, and other Standing Councils of the University and leaders of the Student Body.

Section 3: Special committees of the Council may be established on a temporary basis as the Council deems necessary. The charge and duration shall be clearly specified to members chosen by the Chairperson and/or the Council-At-Large.

Article VIII Revisions of the Bylaws

All changes in the Bylaws of the Professional, Administrative and Technical Staff Council require an exceptional (two-thirds) majority vote by the Council members, and approval by the President, in order to be effected.