

**ARTICLE IX****THE COLLEGE OF LIBERAL ARTS AND SCIENCES STAFF COUNCIL****Section IX.1. Membership.**

The Council will be comprised of 11 voting members: nine representing Job Function/combined Job Function Categories, herein referred to as Job Function Categories as defined in Section IV.2 and two at large members.

Ex-Officio Members will be the Past CLAS Staff Council President, CLAS UI Staff Council Organization Representative, CLAS Human Resources Representative, CLAS Administrative Services Group Representative, and the CLAS Dean's Representative.

**a. Executive Committee (Officers)**

1. The officers of the Council are President, Vice President/President Elect, and Secretary.
2. Nominations for the officers of the Council are made at the meeting one month prior to the operational year. The officers are elected by the Council at the following meeting.
3. All officers of the Council assume their duties at the beginning of the operational year.

**Section IX.2. Duties.**

The mission of the College of Liberal Arts and Sciences Staff Council is to provide a venue for staff members in the College to participate in collegiate and university-level shared governance. The duties of the Council shall be as follows:

**a. Advocacy**

1. Serve in an advisory role and make recommendations regarding university/college planning and policy decisions that impact staff to the Dean.
2. To confer with the Dean at least three-four times per year on matters of policy regarding the professional welfare of the staff.
3. Promote nominations and opportunities for professional development and awards that actively support programs that improve staff recognition and retention and provide organizational and professional development opportunities to staff.
4. Identify need for staff involvement on collegiate committees.

**b. Communication**

1. Enhance staff communication with CLAS Administration and colleagues across departments and campus.

2. Document the concerns and ideas of the staff, and communicate decisions and policies, which affect not only them, but the University as a whole.
  3. Communicate with other shared governance groups on campus.
  4. Provide effective, timely, and inclusive communications via the CLAS Staff Council website.
  5. Provide the “official” response / representation of CLAS staff when appropriate.
- c. Supplementary
1. Review and revise bylaws and address changes as needed.
  2. To conduct such other business as may be assigned to it, except that it shall not assume or be asked to assume authority on any matter clearly delegated elsewhere. The committee shall advise the Dean regarding the referral of any problems and responsibilities to an appropriate committee, when such matters are not clearly within the province of any committee.