

## California State University Channel Islands Staff Council

### AGENDA

#### Regular Meeting

**Thursday, November 21<sup>st</sup>, 2024**

**9:30AM - 11AM**

**Location:** Sage Hall 2030 preferred (or [Zoom](#) as needed)

[Meeting Etiquette](#)

**Meeting Information:** <https://www.csuci.edu/staff/council/minutes-agendas.htm>

#### OPENING STATEMENTS

1. Call to Order (Chair, Rebecca Slocum) and Roll Call (Secretary, Rachel Danielson)
  - a. Officially started at 9:31AM
2. Attendance
  - a. Welcome BFA rep Melissa Bergem!
  - b. Theresa Montoya proxy for Paula Robertson
  - c. Guests: Riley Crain, Edna Davoudi, Nancy Deans, Christina Smith, Jennifer Raymond
3. **NEW** Staff Welcome – Join us in welcoming the new additions to CI!
4. Request to Amend
  - a. Sean Kramer moved to amend the agenda to move discussion on AEBC rep to top
  - b. Motioned by Amanda Sanchez; seconded by Colleen Haws. Approved.
5. Public Comment Period (Chair, Rebecca Slocum)
6. ACTION: Approve Consent Agenda (Chair, Rebecca Slocum)
  - a. Moved by Colleen Haws; seconded by Mikayla Matheu. Approved.

#### CONSENT AGENDA

1. ACTION: Approval of Staff Council meeting minutes of [October 17, 2024](#) (Secretary, Rachel Danielson)
2. INFORMATION: Division Reports
  - a. Division of Academic Affairs
  - b. Division of Business & Financial Affairs
  - c. Division of Student Affairs
  - d. Division of University Advancement
  - e. Office of the President
3. INFORMATION: Campus Committee Reports
  - a. [Academic Senate](#) – Jeannette Edwards, Cynthia County, Sean Kramer

- i. Sean talked about the new GE policy that is in the works
  - ii. Committee on Equity & Anti-Racism (CEAR) – Courtney Gross
  - iii. Unity Coalition – Rachel Danielson
- b. Employee Campus Climate Survey Committee – Rebecca Slocum
- c. [Non-Tenure Track Faculty Council \(NTTC\)](#) – Rachel Danielson
  - i. Meeting on 11/21/24; notes included at the bottom of this document
- d. [President’s Advisory Council on Inclusive Excellence \(PACIE\)](#) – Rebecca Slocum
- e. [President’s Planning & Policy Committee \(PPPC\)](#) – Rebecca Slocum, Brian Lindgren, Edna Davoudi
- f. [Strategic Resources and Planning Committee \(SRPC\)](#) – Rebecca Slocum, Alex Calderon, Amanda Sanchez
- g. Student Success & Continuous Improvement Task Force – Riley Crain
  - i. One additional seat is available for staff representation – email [CI.StaffCouncil@csuci.edu](mailto:CI.StaffCouncil@csuci.edu) to submit a nomination
- h. University Art Review Committee (UARC) – Kellen Smith
- i. [University Police Advisory Council \(UPAC\)](#) – Alex Garza

#### INFORMATION AND ACTION ITEMS

- 8. (Amended to move to top of items/discussions) AEBC representation – Sean K
  - a. Motioned by Amanda Sanchez; seconded by Colleen Haws. Approved.
  - b. 2024-2025 term
  - c. Pending time requirement, Max Seligman is interested
- 9. (Amended/Approved to add) John Lazares (UAS) – Dining updates
  - a. Motioned by Sean Kramer; seconded by Alex Calderon. Approved.
  - b. He can also speak about site authority if we ever would like to learn more
  - c. Chartwells
    - i. UAS still officially in charge
  - d. Wild Blue – sushi option coming
  - e. Sea Store will be open over the winter break (8AM – Noon)
    - i. 1/2 – 1/17
  - f. QR code feedback
    - i. 10-50 texts per week
    - ii. Feedback goes to Chartwells and John
  - g. Expanding vegan and vegetarian options
  - h. Cooking with Cal Fresh classes
    - i. Open to students and staff
  - i. Hoping mobile ordering will be available in spring
  - j. Catering remains largely the same, but more changes are coming
- 10. ACTION: Approval of Financial Report (Treasurer)
  - a. \$2462.27 current balance
  - b. Amanda motions, Rachel Danielson seconds. Approved.
- 11. INFORMATION: Staff Council Chair’s Report (Chair, Rebecca Slocum)
  - a. Addressing current difficulties with finances, morale, etc.
  - b. Expressed approval for the effort everyone on SC puts in

- c. Always reach out if you need help or feel that your situation has changed
- d. Reminder of terms ending in June/upcoming representative elections
- e. Corporate Games report has been submitted to OTP (Kaia)
  - i. If we get the green light, we will jump immediately into forming a group and getting planning started
  - ii. Registration for CG starts January 7<sup>th</sup>
  - iii. Let her know if they're interested

## 12. INFORMATION: Ex-Officio Reports

- a. Student Government Report (Student Government President, Andrew Fox)
  - i. Not in attendance
- b. Office of the President Report (Dr. Kaia Tollefson, Chief of Staff, or designee)
  - i. Not in attendance
  - ii. Make sure Jessica Parker gets the invites since Alex P is on maternity leave
- c. Academic Senate (Dr. Christina Smith, Chair)
  - i. Thanked Rebecca for securing Del Norte 1500 for Academic Senate meetings
  - ii. Upcoming bylaw updates
    - 1. Requested clarification of various voting roles and how that applies to non-faculty representatives and shared governance
    - 2. Clarification on what defines "curriculum"
      - a. Currently treated very broadly
    - 3. SP 18-02 review
      - a. Formation of subcommittee structures
      - b. Ensuring EM is represented as equitably as possible
    - 4. Provost search
      - a. Rebecca reminded folks to submit self-nominations for the search committee

## 13. INFORMATION: Committee Reports

- a. Communication & Brand Management (Subcommittee Chair, Alex Garza)
  - i. Thanksgiving/December newsletter
    - 1. Planning to get it out tomorrow (11/22)
- b. Governance (Subcommittee Chair, Paula Robertson)
  - i. Theresa Montoya proxy for Paula Robertson
  - ii. Human Resources and Accounts Payable
    - 1. The training was completed yesterday. We had great attendance at all four sessions, and more are coming soon. Campus colleagues should check out the payment for services web page and reach out to HR with any questions.
  - iii. ITS
    - 1. ITS is seeing an increase in Phishing scams as the holidays approach. If you ever doubt if an email is legitimate, please reach out to Information Security via email at [infosec@csuci.edu](mailto:infosec@csuci.edu)
    - 2. Dropbox migration to OneDrive. The process is expected to begin Thursday, 11/21/2024 and is expected to be completed by Friday, 11/22/2024. You will be notified once the migration is complete.

- iv. Budget & Planning
  - 1. The Strategic Resource Planning Committee meeting scheduled for today has been postponed to December 17 at 1:30 p.m. The Committee looks forward to seeing everyone in December for a more substantive update.
- v. Financial Services
  - 1. Staffing changes include Minna Chang, Auxiliary Accounting Manager, her last day was November 20. Anna Benscoter, Student Business Services Manager, last day was November 1.
- vi. Accounting
  - 1. The issue with the LCD Dashboard for period 4 payroll appears to be resolved. Accounting asks campus colleagues to clear their browser's cache before running the reports to ensure the data has been refreshed. If you encounter any issues, don't hesitate to reach out to Leo Cervantes.
- vii. Financial Services
  - 1. Property would like to request support from CI Staff Council in the creation of a contact listserv. This will be a way to reach out cross-campus regarding updates and available furniture and equipment.
  - 2. Justin Santana, Property Clerk is out on leave through October 2025. Teresa Montoya has taken on the additional duties, please use the property@csuci.edu email address for property-related questions.
- c. Outreach & Development (Subcommittee Chair, Alex Calderon)
  - i. See's Candies fundraiser through December 5<sup>th</sup>
    - 1. **All** profits go to Mountain Fire efforts
    - 2. Alex C shared our event with a Visit Camarillo account, and they pinned it to the top of their profile
  - ii. Working on putting together a toy drive
    - 1. Partnering with Rancho Campana High School
    - 2. Multiple drop-off locations throughout Ventura County
      - a. Campus location will be in Placer Hall
    - 3. Flyers/info forthcoming

14. DISCUSSION: N/A

15. OUTSTANDING BUSINESS:

- a. [Policy on Recognition of Employee Years of Service](#) – updated text
  - i. Rebecca opened live documents showing highlighted changes and went over everything with group
    - 1. Pulled out some of the logistical/procedural items so that our document is truly a policy (not a procedure guide)
  - ii. What it is, why, and when
    - 1. Establishing minimum guidelines for recognition by campus leadership
    - 2. Putting responsibility to “host” on OTP (not Staff Council)
  - iii. This is the version that will go before PPPC in January

- iv. Brian Lindgren moves to accept changes and to vote; Tom Emens seconds. Passed by unanimous consent.
- v. Alex Garza possibly has access to a query that includes staff start dates so we may be able to incorporate this into the newsletter

**b. By-Law updates – [first reading](#)**

- i. Rebecca opened live document so folks could get a first look
- ii. Plan to review and bring back for second reading at December meeting
- iii. Division rep reallocation will not take effect until next election cycle; no one will lose their current seat
- iv. UAS rep removed
  - 1. Could they be considered as a part of BFA?
  - 2. Who do they report to? For example, Housing and ASI are under DSA
  - 3. Would we need to define which auxiliaries fall under which divisions?
- v. Subcommittee reorganization
  - 1. Governance must consist of full, voting members of council
    - a. Other two have more flexibility
- c. Move to adjust agenda to talk about December meeting before by-law updates
  - i. Motioned by Amanda Sanchez; seconded by Alex Garza. Approved.

**16. NEW BUSINESS:**

- a. December 19<sup>th</sup> meeting
  - i. Meeting will be moved to December 12<sup>th</sup>, same time, same room
- b. Other comments
  - i. Brian Lindgren – partnership with Oxnard College regarding students they have that need housing. MOU being put together to allow those students (about 15) to live in our on-campus housing (since we have room due to lower enrollment). Looking to happen for spring 25.
    - 1. Will have their own floor
    - 2. Will have full access to all student services, just like any other CI student
  - ii. ChilFASA meeting today if anyone wants to attend - BTW 2185
  - iii. Tom Emens – reminder to encourage dual enrollment for high school students
  - iv. Alex Garza – faculty recruitment continuing through the end of the year
    - 1. Keep an eye out for open forums and teaching demonstrations
    - 2. She will send Exec information as she gets it to include in the Ferry
  - v. Brian Lindgren – CSUEU union IRP workshop today at Noon
    - 1. MUST submit documentation to HR before the end of the calendar year
      - a. 90-day window for HR to get back to you
    - 2. Andrea Skinner good point of contact

**17. ADJOURN**

- a. Adjourned at 11:03AM
  - i. Motioned by Sean Kramer; seconded by Alex Garza. Approved.

Next Staff Council Meeting is scheduled for 9:30am on Thursday, December 12<sup>th</sup>, 2024, in-person (SAG2030) or on [Zoom](#) as needed – agenda to come.

**Agenda respectfully submitted by Rachel Danielson, CI Staff Council Secretary**

## NTTC Meeting – November 21, 2024

(Rachel Danielson is a voting member)

- 1) Please respond to surveys
- 2) Syllabi discussion
  - a. Told they are not IP after all
  - b. Language forthcoming in syllabus policy?
  - c. How specific can faculty be in their syllabus before it crosses over into IP? What is the line? What is the definition of a syllabus?
- 3) Tabitha working with AEBC for bylaw updates
- 4) NTTF representatives on A&S budget discussions
- 5) NTTF will have opportunity to have photo taken today
- 6) Brown bags with OTP coming re: hiring freeze, reorganization of work duties, potential cuts
- 7) DASS has separate finals schedule; not based on template
- 8) Old business (Will pick top 2)
  - a. Policy on WTUs for NTTF service
    - i. Questions raised on the definition of “service”
  - b. Policy on NTTF Titles
  - c. Resolution on Cultural Practices of Discriminatory Distinction
  - d. NTTFriend system for new NTTF
    - i. Delay due to hiring freeze?
- 9) GE
  - a. Per Greg – resolution in state-wide Senate to stop using term “CalGETC”
    - i. I requested additional information
- 10) Provost Search
  - a. Tabitha SW will be the NTTC representative
- 11) Concern about lack of NTTC representation on various advisory committees
- 12) Will be sending out a survey to determine meeting day/time for spring 25

## Bylaws

Contents:

1. Membership
2. Executive Board and Officers
3. Committees
4. Elections
5. Meetings
6. Policies and Resolutions
7. Amendments

## Article I: Membership

1. CSU Channel Islands Staff Council will consist of elected employees to serve as representatives for the general staff population.
2. Each division will nominate and elect ~~2-3~~ representatives per the criteria below. for their division.
  - a. Elected representatives must be a member of the division which they represent.
  - b. The number of elected representatives for each division/unit is determined by the number of non-MPP staff in the unit. Each division/unit will have a minimum of 1 representative plus 1 additional representative for every 40 non-MPP staff members.
  - c. ~~Represented areas and their number of representatives~~The division/units include:
    - i. Academic Affairs (~~3~~)
    - ii. Business and Financial Affairs (~~3~~)
    - iii. Office of the President (~~2~~)
    - iv. Student Affairs (~~3~~)
    - v. University Advancement (~~2~~)
3. All ~~non-MPP represented~~ staff employees of CSU Channel Islands ~~and its auxiliaries~~ who are employed on a half-time basis, or more, with an initial appointment of at least 11 months ~~or more~~ are eligible to serve as a member of Staff Council.
  - a. CSU Channel Islands Staff Council members shall serve three-year terms.
  - b. CSU Channel Islands Staff Council members may serve multiple, consecutive terms if elected by the staff population.
  - c. The CSU Channel Islands Staff Council fiscal year shall be from July 1st through June 30th, and all terms of officers and members shall coincide with the fiscal year.
  - d. Staggered terms may be instituted at the discretion of the Executive Board.
4. If a voting member of the council is unable to attend regular meetings, the member should be represented by proxy acceptable to the CSU Channel Islands Staff Council Chair. Notice of absences shall be submitted to the Chair prior to the meeting.
  - a. If a voting member is absent without proxy from 3 regular meetings in any fiscal year, the member may be considered for removal at the next regular meeting of the Staff Council.
  - b. If a voting member is absent with proxy from 5 regular meetings in any fiscal year, the member may be considered for removal at the next regular meeting of the Staff Council.
5. If a representative is removed from their original area of coverage (due to job change, office move, etc.) the division may elect a new representative through a special election process.
  - a. If the original representative is remaining on campus in an eligible role, they may opt to remain on the council for the duration of their elected term as a representative for their new division.

## Article II: Executive Board and Officers

1. The Executive board is comprised of officer positions and serves as the leadership to the staff council.
2. The Officers of CSU Channel Islands Staff Council shall be:
  - a. Chair
  - b. Vice Chair
  - c. Secretary
  - d. Treasurer
  - e. Custodian of Records
3. All officers shall be elected by the membership of CSU Channel Islands Staff Council at the May meeting of CSU Channel Islands Staff Council.
4. Any currently employed CSUCI staff with previous campus committee experience may be nominated to run for an Executive Board Position.
5. Officers shall serve for a term of three years. Officers may serve consecutive terms if elected by the Staff Council.
  - a. Executive Board positions have a two-term limit.
  - b. Anyone who is elected to be an Executive Board Position will give up their Membership Seat. Vacated Staff Council Seats may be filled mid-term by an appointment by their division.
6. The Staff Council Chair may appoint any council member to fill officer positions if they remain vacant following an election.
7. Duties of Officers
  - a. The Chair shall:
    - i. Preside at all meetings of CSU Channel Islands Staff Council and the Executive Board;
    - ii. Appoint all members of committees with the approval of the Executive Board;
    - iii. Serve as an ex-officio member of all committees except the Governance Committee;
    - iv. Vote only when needed to constitute a quorum or to break a tie vote;
    - v. Appoint other such people who will expedite the work of the CSU Channel Islands Staff Council;
    - vi. Provide a Chair Report, including all committee reports at regular monthly meetings;
    - vii. Be responsible for the installation of the newly-elected officers and Executive Board;
  - b. The Vice Chair shall:
    - i. Assume the duties of the Chair, in the absence of the Chair, or at any other time upon request of the Chair;
    - ii. Act as liaison between the Executive Board and all appointed committees of CSU Channel Islands Staff Council, having complete charge of the referral process and responsibility for reporting to the Executive Board on the current status of work assigned to committees;



- iii. Assume the duties of the Chair for the unexpired term in the event the Chair is unable to complete the term of office;
    - iv. Perform other duties as may be deemed necessary and assigned by the Chair.
  - c. The Secretary shall:
    - i. Assume the duties of the Chair in the absence of the Chair and the Vice Chair;
    - ii. Keep records of minutes and committee reports; see those minutes of all regular and special meetings of (CSU) Channel Islands Staff Council are kept and appropriately distributed;
    - iii. Prepare an agenda and send to membership with a notice of each meeting;
    - iv. Conduct general correspondence of the organization;
    - v. Perform other duties as may be deemed necessary and assigned by the Chair.
  - d. The Treasurer shall:
    - i. Be responsible for all money acquired by CSU Channel Islands Staff Council;
    - ii. Submit the treasurer's report at each monthly meeting of the Executive Board and Staff Council
    - iii. Pay all bills when properly authorized by the Chair or Vice Chair;
    - iv. Assist the Chair in the preparation of the proposed annual budget;
    - v. Perform other duties as may be deemed necessary and assigned by the Chair.
  - e. The Custodian of Records shall:
    - i. Ensure Committee documents/records are submitted in a timely manner and distributed to new committee chairs as appropriate;
    - ii. Be responsible for CSU Channel Islands Staff Council correspondence with regard to recognition, get well wishes, sympathy cards, etc.;
    - iii. Receive and label all photographs and articles regarding CSU Channel Islands Staff Council functions;
    - iv. Notify officers/members of their election;
    - v. Submit updates of elected officer information to telephone directory on annual basis; maintain the distribution list for CSU Channel Islands Staff Council on a current basis, assuring that new and retired members are listed accurately;
    - vi. Maintain current membership roster (member information and terms);
    - vii. Perform other duties as may be deemed necessary and assigned by the Chair.
- 8. The Ex-officio members of CSU Channel Islands Staff Council shall be:
  - a. Academic Senate Chair or designee
    - i. The principal duty of the Academic Senate Chair is to advise the Staff Council on academic and faculty related matters.
  - a. ~~Campus Auxiliary designee~~
    - i. ~~The principal duty of the Campus Auxiliary Designee is to advise the Staff Council on campus auxiliary related matters.~~

- b. Student Government President or student Designee
  - i. The principal duty of the Student Government President is to advise the Staff Council on student and student employee related matters.
- c. The Past Chair
  - i. The principal duty of the past chair is to advise the incoming Chair and new Staff Council members.
- d. The Campus President
  - i. The principal duty of the campus President is to advise the Chair.

### Article III: Committees

1. ~~The Governance~~ Standing committees shall be chaired by a Staff Council member elected by the Staff Council during annual elections. The remaining standing committee chairs can be appointed by consensus among their respective committee members. All chairs shall serve one year terms, but terms and may serve consecutive terms if elected by the Staff Council or appointed by the committees as previously described. The remaining committee positions may be filled by Staff Council members and/or any interested staff.
2. All Staff Council members are required to serve on at least one (1) committee at all times.
3. Ad hoc committees may be established as deemed necessary by the Executive Board to implement the work of the council. Ad hoc committees shall be chaired by a Staff Council member. Ad hoc committees will be dissolved at the completion of their assignment, activity, or at the discretion of the Executive Board.
4. It shall be the duty of each committee to receive and analyze matters referred to it; make reports and recommendations to the Officers; and submit a final written report to CSU Channel Islands Staff Council no more than 30 days after the conclusion of the fiscal year or ad hoc committee activity.
5. Standing Committees ~~S~~shall consist of:
  - a. ~~Ways and Means~~ Communication and Brand Management
    - i. The purpose of this committee is to manage and oversee official communications from Staff Council on all platforms, which may include but not be limited to newsletters, thank you letters, the Staff Council website, the Staff Council listserv communications, and Staff Council social media accounts. In addition, they may manage the Staff Council calendar and oversee the creation and maintenance of the Staff Council style guide.
  1. ~~The purpose of this committee is to raise funds for the functions of the Staff Council. Complete any other task deemed necessary by the Executive Board.~~
  - b. ~~Events and Recognition~~ Outreach & Development
    - i. The purpose of this committee is to organize and implement all Staff Council events, activities, and programs, to include but not be limited to:
      - Support efforts that recognize non-MPP staff across campus (e.g., Service Awards, New Staff)

- Promote professional development and mentorship opportunities including welcoming of new members.
- Raising funds for the function of Staff Council.
- Organizing donation drives in partnership with other entities.

1.

- i. ~~The purpose of this committee is to conduct activities and programs the aim to boost the morale of campus staff members. Coordinate staff awards and recognition of staff achievements. Complete any other task deemed necessary by the Executive Board.~~

c. Governance

- i. The purpose of this committee is to:
  - ~~P~~ublicize, supervise, tally ballots, and announce the selection of members and officers to the Executive Board.
  - Rule on any selection, constitutional, or bylaws disputes. Conduct initial review and make recommendations regarding all proposed amendments to the Constitution and Bylaws.
  - Create, update, and maintain policies and procedures for the operation of the Staff Council. ~~Complete any other task deemed necessary by the Executive Board.~~

## Communications

~~The purpose of this committee is to assist with spreading the word and work of Staff Council by organizing and writing content for In the Loop newsletter.~~

## Article IV: Elections

1. General Elections

- a. Nominations for election to membership in CSU Channel Islands Staff Council shall be by petition which contains the signature of the candidate certifying a willingness to serve. Voting shall be by secret ballot. Candidates receiving the highest number of votes in each area shall be declared elected. If there is a tie vote, a run-off election shall be held within ten days of the general election. If only one candidate nomination is received for a specific area then no ballot election will be necessary.
- b. A Staff Council member may be recalled by a two-thirds vote of Staff Council members after a hearing by Staff Council. The initiative for recall vote shall be by signed petition of not less than one-third of the Staff Council members.
- c. A vacancy in an unexpired term on CSU Channel Islands Staff Council will be filled by appointment of the Chair with the approval of the Executive Board.
- d. Elections will be held every three years for divisions that have nominated more than their allotted number of representatives.

2. Officer and Committee Chair Elections

- a. Nominations for Officer and Committee Chair positions in CSU Channel Islands Staff Council shall be by petition which contains the signature of the candidate certifying a willingness to serve.

- b. Elections will be held every three years on the year following the general elections.
- c. The distribution and counting of ballots shall be the responsibility of at least three members of the Governance Committee.
- d. Any disputes shall be ruled on by the Governance Committee. Appeals of its decision shall be made in writing, signed by simple majority of the staff council and submitted to the Staff Council Chair for review. Final appeal shall be reviewed by the campus president or designee.
- e. An officer or committee chair may be recalled by a two-thirds vote of Staff Council members. The initiative for recall vote shall be by signed petition of not less than one-third of the Staff Council members.
- f. A vacancy in an unexpired officer or committee chair term on CSU Channel Islands the Executive Board will be filled by appointment of the Chair with the approval of the Executive Board.

## Article V: Meetings

- 1. Regular and special meetings of CSU Channel Islands Staff Council and the Executive Board shall be held as defined in the Bylaws.
  - a. The General Meeting of CSU Channel Islands Staff Council shall be held once each month.
  - b. The Executive Board shall meet once each month unless otherwise arranged.
  - c. A special meeting of CSU Channel Islands Staff Council may be called by the Chair or any three members of the Executive Board.
  - d. Parliamentary Authority shall be Robert's Rules of Order, Revised.
- 2. Quorum
  - a. A simple majority of total members at any meeting of CSU Channel Islands Staff Council shall constitute a quorum authorized to transact any business duly presented.
  - b. A simple majority of board members at any meeting of the Executive Board shall constitute a quorum authorized to transact any business duly presented.
  - c. A majority on any and all committees shall constitute a quorum.

## Article VI: Policies and Resolutions

- 1. The CSU Channel Islands Staff Council shall be empowered to draft resolutions reflecting the will and voice of the Council and to initiate university policies addressing areas of concern to staff not within the scope of representation as defined within the [Higher Education Employer-Employee Relations Act \(HEERA\)](#).
- 2. The Staff Council shall maintain a governing document which establishes procedures and protocols for development and passage of policies and resolutions. The governing document shall initially be ratified by two-thirds vote. Subsequent changes to the governing document may be implemented via simple majority vote of either Staff Council or the Executive Board, at the discretion of the Chair and Vice Chair. The governing document shall be referenced below this section upon ratification, noting the date(s) of passage and amendment.

- a. [Staff Council Procedures on Policy - adopted July 2024](#) (74.1KB)

## Article VII: Amendments

1. Amendments to the CSU Channel Islands Staff Council Constitution and Bylaws shall be made only at regular meetings of CSU Channel Islands Staff Council.
2. Any member of the CSU Channel Islands Staff Council may move to make amendments to the constitution and/or bylaws.
3. Any amendments to the constitution or bylaws must be ratified by a two-thirds vote.
4. It is the responsibility of the Custodian of Records to maintain record of dates and details of any amendments and to ensure the council and constituents are informed of the changes.