

Procedure on Staff Council Policies and Resolutions

Effective Date:

PURPOSE:

The purpose of this document is to ensure that policies and resolutions brought forth by Staff Council are appropriate for the mission we carry out and will be successfully passed and implemented.

BACKGROUND:

As Staff Council begins to explore, write, and pass university policies, we will require a governing document to outline procedures and the proper usage and approval of policies and resolutions. This document is to ensure all Staff Council policies and resolutions will follow the proper procedure of introduction to the Executive Board before being presented to Staff Council representatives for voting.

PROCEDURE:

Accountability:

Staff Council Executive Board; the appropriate Subcommittee creating the policy affecting their area of expertise.

Applicability:

All CSU Channel Islands (CSUCI) Staff Council policies and resolutions.

Definition(s):

Action Item: A topic or document presented to Staff Council for consideration, discussion, or adoption. Assuming all materials were provided to Council no later than the publication of a given meeting's agenda, action items do not require multiple readings unless explicitly requested via procedures outlined in this policy.

Higher Education Employer-Employee Relations Act (HEERA): Please see the link in Exhibit Section for the policy text.

Policy: A deliberate series of guidelines governing university staff processes, procedures, recognitions, etc., agreed upon by a simple majority vote and approved by the President's Planning & Policy Committee (PPPC), or other parties as needed, for implementation at CSU Channel Islands.

Resolution: A statement expressing the will of Staff Council, agreed upon by a simple majority vote; resolutions do not require any additional approvals.

PROCEDURE TEXT:

This document establishes guidelines and protocol for the creation, submission, certification, and re-evaluation of policies and resolutions by the Staff Council.

1. Per CSU Channel Islands Staff Council Bylaws Article VI, the Staff Council shall be empowered to initiate policies and resolutions addressing areas of concern to staff not included within the scope of representation as defined by the Higher Education Employer-Employee Relations Act (HEERA), with consultation between the Executive Board and the Chief of Staff or Other Designee of the President. All Staff Council policies and resolutions shall be reviewed for compliance with HEERA by the Executive Board.

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- a. Policies and resolutions are defined in this document, within the section on Definition(s).
- b. The types of policies and resolutions that are under Staff Council's purview shall be determined by the Vice Chair or the Governance Subcommittee.
2. Any Staff Council representative may recommend policies and resolutions to the Governance Subcommittee or to the Executive Board directly. Steps for initial review are as follows:
 - a. The Governance Subcommittee will review recommendations for policies or resolutions to ensure these items align with our mission, bylaws, and existing policies. If the item is determined to be in alignment, the Governance Subcommittee may then work with the recommender(s) to collect any supporting materials and refine any drafts, or the recommender(s) may perform this work independently.
 - b. The Governance Subcommittee will then facilitate submission of the item to the Executive Board for review by sending a first draft with all relevant notes and supporting materials to the Vice Chair for discussion at the next Executive Board meeting. A special session of the Executive Board may be requested if appropriate, to include the recommender(s) and any other relevant parties as needed.
 - c. The Executive Board will accept or reject the recommended item and draft – if accepted by the Executive Board, the Governance Subcommittee will assist in refining a final draft for inclusion in the agenda for the next immediate regular Staff Council meeting. If rejected, the Executive Board will relay the justification to the recommender(s).
 - i. The Governance Subcommittee reserves the right to deny a prospective policy or resolution during the initial review if said item violates Staff Council Bylaws, Staff Council Constitution, Staff Council Mission, or any other University Policy.
 - d. It will be the ultimate responsibility of the Staff Council Chair and Vice Chair to ensure that any policy or resolution is in compliance with the Higher Education Employer-Employee Relations Act (HEERA) before being released to the Governance Subcommittee for final drafting.
3. Once a policy or resolution is brought to the Council floor, it shall immediately be treated as an action item. Should any Council representative desire additional time to discuss the item or to have the item sent back to the originator for additional edits, this action must be motioned and passed by a simple majority; otherwise, the item will be voted on during the meeting in which it is introduced.
 - a. Any Staff Council Member or Executive Board Member who authors and brings forth a policy for consideration shall abstain from voting on said policy.
4. Implementation will vary depending on the item. See below:
 - a. Policies: Once approved by Council, a policy will be presented by the Chair of Staff Council to the President's Planning & Policy Committee (PPPC) for the President's approval, or any alternative body that is relevant to the policy. Implementation university-wide will be a collaborative effort and will vary depending on the policy subject matter. Finally, the policy will be added to the university policy manual and the Staff Council website.

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- b. Resolutions: Once approved by Council, a resolution will be added to the Staff Council website and distributed as needed to any additional parties.
5. Policies shall be reviewed by the Executive Board and Governance Subcommittee every five (5) years to ensure that the policies passed by Staff Council continue to meet the following criteria:
- a. Content is pertinent to staff and does not include any topic within the scope of representation as defined within the HEERA.
 - b. Policies hold benefit to our students, either directly or indirectly.
 - c. Policies align with the University's Strategic Plan as set by the University President.
 - d. Policies are effective at accomplishing their intended goals.
 - e. Any policies that do not meet these criteria will be brought to the Executive Board's attention by the Governance Subcommittee and further reviewed. The Executive Board or the Governance Subcommittee may present revised policies, replacement policies, or proposals for policy suspensions to Staff Council for discussion and vote.

EXHIBIT(S):

[Higher Education Employer-Employee Relations Act \(HEERA\)](#)

[Policy Template](#)

[Resolution Template](#)