VII. Operating Procedure

A. Operating Year

The Employee Forum operating year shall begin July 1st and end June 30th.

B. Monthly Meetings

Monthly Employee Forum meetings shall be scheduled for the first working Wednesday of each month. The Chancellor and all members of the Chancellor’s Administrative Council shall be invited to all Employee Forum meetings. The Chancellor may make an opening statement at the meetings.

If a monthly Employee Forum meeting falls on a University holiday, the Executive Committee shall recommend any necessary schedule changes to the Employee Forum Chair. All schedule changes will be confirmed by the Employee Forum Chair, and Delegates will be notified of said changes via email. The Employee Forum shall notify the general public of these changes.

C. Monthly High-Level Administrative Meetings

All Employee Forum Delegates are expected to attend monthly high-level administrative meetings, at least two during their term, with the Chancellor and his or her designees, to discuss administrative and operational concerns affecting University work life.

D. Community Meetings

The Employee Forum shall hold public forums at least annually to allow for feedback and input from Employees at large. See section (IV)(C) for policy regarding Employee attendance at Community Meetings.

E. Committee Meetings

Employee Forum committees shall meet at mutually acceptable times established at the Annual Retreat. Employee Forum committees shall take minutes in accordance with open meetings law and submit them to the Employee Forum Office.

F. Annual Retreat

An Employee Forum Retreat (“Annual Retreat”) shall be held annually in June. Delegates are required to attend the Annual Retreat, and Officers committee chairs are required to present annual written reports, as prescribed in Section VII(G) of these Bylaws.

G. Annual Reports

A written report of the business of the Employee Forum and written reports from standing and special Employee Forum committees shall be prepared by Officers and presented annually at the Employee Forum Annual Retreat.

G-H. Annual Orientation
An Employee Forum Orientation shall be held annually and prior to the Employee Forum Annual Retreat. Newly elected and appointed Delegates are required to attend Annual Orientation. Outgoing Officers shall attend Annual Orientations and present annual written reports as prescribed in Section VII (G) of these Bylaws.

**H. I.** Employee Forum Responsibility Regarding Individual Grievances

The Employee Forum may present suggestions, comments, problems, and recommendations to the Chancellor or to the Vice Chancellor of Workplace Strategy, Equity, and Engagement, so that he or she may refer them to the appropriate department for review and reporting back. The activity of the Employee Forum shall supplement, not replace, ongoing management activities established to ensure the equitable application of personnel and other University policies. **Employee Forum members shall exhibit and uphold the mission, charge, and spirit of the Employee Forum.**

**I. J.** Delegate Responsibility

1. **Representation**

   It is the responsibility of each Delegate to be aware of the needs and concerns of those whom he or she represents, and to present to the Employee Forum those items that are pertinent to his or her electoral division or to the University as a whole. Delegates should endeavor to develop a thorough understanding of personnel policies such as employment opportunities, affirmative action, quality supervision, fringe benefits, grievances and appeal procedures, and hiring practices that are established to ensure the equitable application of personnel and other University policies.

2. **Attendance**

   **a. In General**

   Should an absence qualify under the Family & Medical Leave Act, the absence will be considered excused. The Delegate who wishes to be excused on this ground (Family & Medical Leave Act) must timely notify the Secretary of the Employee Forum in writing or via email. Other absences, except those delineated below, from either monthly Employee Forum meetings or committee meetings, may be excused by the Executive Committee upon review of a written, personal or sponsored appeal.

   **ba. Monthly Meetings and Annual Retreat**

   Delegates shall attend all monthly Employee Forum meetings, Community Meetings, committee meetings and the Annual Retreat. **Should a Delegate’s employment duties require him or her to be absent at the time of a monthly meeting, the absence will be considered excused if the Delegate notifies the Administrative Assistant of the Employee Forum in a timely fashion. The Administrative Assistant will notify the Chair and Secretary of the Employee Forum.**

   If a Delegate is absent from three consecutive or five nonconsecutive regularly scheduled Employee Forum monthly meetings or absent from five regularly scheduled Employee Forum monthly meetings within his or her twenty-six month term as Delegate and those absences are not excused in accordance with the procedures below, he or she will may be
replaced automatically. The Annual Retreat will be considered a required meeting for all Delegates, and the May meeting will be required for all newly elected Delegates. Meeting minutes will note attendance by listing “Members Present,” “Members Excused,” and “Members Absent.”

**Should a Delegate’s employment duties require him or her to be absent at the time of a monthly meeting, the absence will be considered excused if the Delegate timely notifies the Administrative Assistant of the Employee Forum. The Administrative Assistant will notify the Chair and Secretary of the Employee Forum.**

**c. Committee Meetings**

Delegates who must miss a committee meeting because of reasonable work expectations or other unavoidable circumstances, are required to notify the respective Committee Chair in order to have an absence excused. Committees will note attendance in all meeting minutes by listing “Members Present,” “Members Excused,” and “Members Absent.”

3. **Resignation**

If a Delegate believes that he or she is unable to fulfill his or her responsibilities, the Delegate must immediately notify the Administrative Assistant of the Employee Forum. The Administrative Assistant will notify the Chair and Secretary of the Employee Forum. **The Secretary of the Employee Forum will then notify the Executive Committee.**

4. **Change in Delegate Information**

Any change in Delegate contact information (Campus Box number, phone number, job title, department or email address) shall be reported immediately to the Employee Forum Administrative Assistant.

**H. Providing Information for Prospective Candidates**

Outgoing officers shall present status reports on their office at the Annual Orientation session for new Delegates, held before the Annual Retreat. These status reports provide potential candidates with thorough information about the duties of Employee Forum offices and past and ongoing projects of the office and the Employee Forum.

Outgoing officers shall present status reports at the Annual Retreat. The reports shall include information about projects (completed and ongoing) and workload (time involved), as well as a brief statement about the personal value or benefit from having taken this office. All newly-elected Delegates shall attend the May monthly Employee Forum meeting and the Employee Forum Annual Retreat.