



# UNC Chapel Hill Employee Forum Bylaws

Revised November 2020





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# UNC Chapel Hill Employee Forum Bylaws

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## I. Establishment

The Employee Forum of The University of North Carolina at Chapel Hill (“Employee Forum”) was established by the Chancellor of The University of North Carolina (“the Chancellor”) in March 1992 to assist The University of North Carolina at Chapel Hill (“the University”) in its policy of encouraging open and effective communication among all levels of employees, students, faculty and the administration. The first meeting of the Employee Forum was September 1992.

## II. Purpose

The Employee Forum serves at the request of and in an advisory capacity to the Chancellor and their designees. It represents SHRA and EHRA Non-faculty staff (“Employees”). The purposes of the Employee Forum are to:

1. Provide a regular, open forum to facilitate communication among all levels of Employees, faculty, students and the administration concerning general employment interests and concerns, current University operational problems, University plans or prospects and common issues affecting the campus. The Employee Forum is not intended as a vehicle to deal with individual issues, grievances, or complaints, nor as a means to circumvent regular administrative channels.
2. Advise the Chancellor or their designees on University issues upon the Chancellor’s request.
3. Develop constructive suggestions for more efficient and effective University operations.

## III. Employee Forum Delegates

### A. Eligibility

Employee Forum Delegates (“Delegates”) shall be permanent (full-time or part-time) Employees who have completed probationary requirements as mandated by the University.

### B. Delegates

#### 1. Elected Delegates

##### a. Representation

Representation shall be based on a proportional distribution across the electoral divisions identified in section (VI)(B)(2)(c) of the Employee Forum Bylaws. Electoral division seats are apportioned according to the general Employee population. Seats are reapportioned each calendar year.

### b. Term in Office

Each elected Delegate shall serve a twenty-six month term, ending on June 30th two years hence from election. If the Delegate transfers to another electoral division, they will be allowed to complete their elected term. To ensure continuity, terms will be staggered so that approximately one-half of the Delegates are elected each year. Delegates take office and assume voting rights at the May meeting of the year in which Delegates are elected.

### c. Re-election

Elected Delegates may run for, and serve, three consecutive two-year terms as a Delegate. Upon completion of the third term, elected Delegates shall not run for and serve in the office of Delegate for one year.

### C. Special Appointments

#### 1. Chancellor Appointed Delegates

The Chancellor, or their designees, may appoint up to five additional Delegates.

##### a. Term in Office

Each appointed Delegate will serve until the end of the election year. Status as an appointed Delegate will not affect eligibility to serve as an elected Delegate.

##### b. Reappointment

An appointed Delegate will not be eligible for reappointment for two years after the completion of their term.

#### 2. Chair Appointed Delegates

If an electoral division is unable to fill its apportioned Delegate positions the Chair shall have the authority to appoint Delegates on behalf of the electoral division. Whenever possible, the specially appointed Delegate should be selected from the respective electoral division in consultation with the Employee Forum Membership & Assignments Committee.

Specially appointed Delegates shall serve until June of that same year, and may be elected thereafter at any regularly scheduled election. Specially-appointed Delegates may serve no longer than one year, and such service shall not count against their eventual election as Delegates.

### D. Ex-Officio

The Vice Chancellor for Human Resources and Equal Opportunity and Compliance, or their designees, shall serve as an ex-officio, non-voting member of the Employee Forum. They shall function as a liaison between the University administration and the Employee Forum.

### E. Honorary Delegates

The Employee Forum may choose to bestow Honorary Delegate status upon individuals, limiting itself to two individuals honored per calendar year. Honorary Delegates are nonvoting members of the Employee Forum. Petition for such recognition shall be made by general resolution, with a two-thirds majority vote required for passage. Terms for Honorary Delegates will be left to the discretion of the Employee Forum.

## IV. Participation

### A. Delegates

Delegates engaged in regularly scheduled Employee Forum activities that take place during their regular work schedule will report such activity as work time. Supervisors and managers shall support participation, including permitting necessary release time for Employee Forum activities, including committee meetings.

Delegates are required to serve actively on at least one Employee Forum committee.

## B. Other Employees

Other Employees, meaning those Employees who are neither elected nor appointed to the Employee Forum, are encouraged to participate in Employee Forum activities in accord with the following provisions:

1. Attendance and participation by Employees in the Employee Forum's monthly meetings is voluntary, is not reported as work time, and must not conflict with work assignments.
2. Attendance and participation by Employees in the Employee Forum's committee meetings is at the discretion of individual Employees, who must obtain approval from their supervisors to have this service treated as work time. Although Employees who are not Employee Forum Delegates may serve on committees, they may not serve as Chair or Co-Chair of committees. Committee attendees who are not elected or appointed Delegates may not vote in committee meetings

## C. Community Meetings

Attendance at the Employee Forum's Community Meeting(s) shall be considered work time for all Employees when the Community Meeting occurs during an Employee's regular work schedule. Employees must receive approval from their supervisors in advance to attend Community Meetings..

# V. Quorum and Voting

## A. Quorum

One third of the voting Delegates shall be required for, and shall constitute, a quorum.

## B. Voting

A two-thirds vote of Delegates present is required for amendments to these Bylaws, the installation of Honorary Delegates, motions to suspend the Bylaws, and all other parliamentary motions requiring a two-thirds vote as prescribed by the most recent edition of [Robert's Rules of Order](#). A majority vote of Delegates present is required to rule on all other Employee Forum measures. Ex-officio members are non-voting Delegates and therefore do not count towards a quorum.

Other Employees (who are not Delegates to the Employee Forum) attending Employee Forum meetings may speak, but shall not vote. The Employee Forum Chair shall abstain from voting except in officer elections or when necessary to break a tie.

# VI. Election Procedure

## A. Membership & Assignments Committee

Delegates shall select a Membership & Assignments Committee from their own membership annually. The Membership & Assignments Committee shall be chaired by the Secretary of the Employee Forum and shall be charged with developing a representative slate of candidates from each electoral division by actively soliciting open nominations.

Only Employees who have agreed to serve if elected should be placed on the ballot.

## B. Election of Delegates

### 1. Nominations

The Membership & Assignments Committee shall solicit nominations for Delegate elections and present a slate of nominees to Employees via University-wide communication no later than April 15<sup>th</sup> of each year. Elections shall be completed by mid-April according to procedures approved by the Employee Forum and the Chancellor. The names of the newly elected Delegates shall be reported to the Chair of the Employee Forum and the Chancellor by April 30<sup>th</sup> of each year.

### 2. How Elected

#### a. Delegates

The nominees in each electoral division who receive the highest number of votes for the number of division seats available will become Delegates. In the case of a tie, years of service will be the decisive factor in the election of a Delegate.

Employees may not cast more than one vote for each available delegate position.

#### b. Write-in Votes

Write-in votes are permitted for the election of Delegates. No name written upon a ballot in the Delegate election shall be counted for an office unless the candidate, whose name has been written on the ballot, agrees to accept their nomination and serve if elected.

Any name written upon a ballot for a write-in candidate shall be counted for the office if it is written in the blank space provided, and the voting space next to the write-in space is marked or slotted as directed in the voting instructions.

#### c. Electoral Divisions

Electoral divisions are based on federal employment categories. Employees are divided into electoral divisions according to a roster generated by Information Technology Services.

#### d. Representation

The percentage of Delegates in each electoral division shall be determined according to the percentage of overall Employees in each electoral division, and shall be reapportioned each year. Each electoral division shall elect at least one Delegate each term.

## C. The University of North Carolina Staff Assembly Delegates

### 1. Purpose

Pursuant to Section I (Mission) of The University of North Carolina Staff Assembly Bylaws, The University of North Carolina Staff Assembly ("Staff Assembly") shall gather and exchange information on behalf of the staff of The University of North Carolina System ("University System"). The Staff Assembly shall, through the appropriate channels, advise and communicate with officers of the University System, and through these officers, the Board of Governors, on matters of importance to staff members in the University System.

The Staff Assembly shall foster and nurture the establishment and growth of staff organizations of the constituent institutions of the University System and of the General Administration. The Staff Assembly will represent all permanent employees of the University System except the faculty.

### 2. Election of Staff Assembly Delegates

The Employee Forum shall elect two representatives ("Staff Assembly Delegates") to the Staff Assembly, who will serve alongside the Chair, who must be the third Staff Assembly Delegate, in accordance with Section II (Membership) of the Staff Assembly Bylaws, and Appendix II of these Bylaws. Upon election, Staff Assembly Delegates shall become voting members of the Employee Forum Executive Committee.



*"Behind you before you beside you with you..."*

From "Song of the University Worker"  
Jeffery Beam  
Vice Chair, Employee Forum  
University of North Carolina at Chapel Hill  
1998

## 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. 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. High-Level Administrative Meetings

All Employee Forum Delegates are expected to attend high-level administrative meetings, at least two during their term, with the Chancellor and their 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. 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. Delegates are required to attend the Annual Retreat and committee chairs are required to present written annual reports.

### G. 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 reports.

### H. Employee Forum Responsibility Regarding Individual Grievances

The Employee Forum may present suggestions, comments, problems, and recommendations to the Chancellor or the Vice Chancellor for Human Resources and Equal Opportunity and Compliance, or their designees, so that they 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.

### I. Delegate Responsibility

#### 1. Representation

It is the responsibility of each Delegate to be aware of the needs and concerns of those whom they represent, and to present to the Employee Forum those items that are pertinent to their electoral division or to the University as a whole. Delegates should endeavor to develop a thorough understanding of personnel policies.

#### 2. Attendance

##### a. Monthly Meetings and Annual Retreat

Delegates shall attend all monthly Employee Forum meetings, Community Meetings, and the Annual Retreat. Should a Delegate's employment duties require them 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. Sick, vacation and other University-sanctioned leave qualifies as an excused absence as long as the Administrative Assistant is notified of the absence. 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 their twenty-six month term as Delegate and those absences are not excused the Chair may appoint a new Delegate to serve for the remainder of the term for the vacated seat. The Annual Retreat is 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."

#### b. Committee Meetings

Delegates who must miss a committee meeting because of 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 they are unable to fulfill their 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 information shall be reported immediately to the Employee Forum Administrative Assistant.

## K. Staff Assembly Delegate Responsibility

### 1. Participation

All Staff Assembly Delegates will observe the following policies in their actions before the Staff Assembly:

1. Staff Assembly Delegates shall represent the will of the Employee Forum. Staff Assembly Delegates shall view themselves as representatives of Employee Forum positions in all formal matters.
2. Staff Assembly Delegates shall report to the Employee Forum in the same manner as Employee Forum Committees. A written report shall be presented to the Employee Forum Executive Committee should such an Executive Committee meeting occur before the full Employee Forum meeting.
3. Staff Assembly Delegates shall report all proceedings accurately so that Employee Forum Delegates remain informed on all matters before the Staff Assembly.
4. If the Employee Forum has taken a position by vote, motion or resolution on a matter before the Staff Assembly, Staff Assembly Delegates shall vote in the same manner before the Staff Assembly.
5. If the Employee Forum has not taken a position by vote, motion or resolution on a matter before the Staff Assembly, Staff Assembly Delegates may vote on the matter as they see fit. Staff Assembly Delegates must report accurately to the Employee Forum, all positions taken and votes made before the Staff Assembly.

### 2. Attendance at Staff Assembly meetings

Staff Assembly Delegates shall attend all regular meetings of the Staff Assembly in person. Staff Assembly Delegates may attend special meetings of the Staff Assembly, or any committee meeting, in person or by means that allow for simultaneous two-way communication.

## VIII. Officers

### A. Chair

The Chair is responsible for conducting Employee Forum meetings and Executive Committee and Committee Chair meetings. The Chair may appoint Committee Chairs if necessary and serve as an ex-officio, non-voting member of each committee. The Chair shall serve as liaison between the Employee Forum, the Faculty Council, and Student Government. Duties of the Chair shall include meeting periodically with the Chancellor or their designees, the Vice Chancellor for Human Resources and Equal Opportunity and Compliance, or their designees, and other appropriate University officials. The Chair shall also serve on a variety of standing University Committees and as a representative to the University Board of Trustees and its Audit and Finance Committee. The Chair may appoint Delegates to replace any inactive committee, may assist with any standing committee or may request reports from appointed Delegates at monthly Employee Forum meetings. The Chair is also responsible for writing the yearend annual report and highlights page.

### B. Vice Chair

The Vice Chair shall chair the Employee Forum in the Chair's absence. They shall plan Community Meetings with the assistance of Executive Committee, the Forum Office, and Delegates who volunteer to do so.

### C. Secretary

The Secretary of the Employee Forum is responsible for providing the minutes for all Employee Forum monthly meetings. The Secretary shall serve as chair of the Membership & Assignments Committee. The Secretary shall maintain a roster of Delegates and shall issue all warnings and terminations resulting from non-compliance with attendance policies. The outgoing Secretary serves as an ex-officio, non-voting member of the Membership & Assignments Committee, to assist with institutional continuity in the important duties of the committee.

### D. Treasurer

The Treasurer of the Employee Forum is responsible for financial policies, procedures, and controls of Employee Forum funds. The Treasurer shall make monthly financial reports to the Executive Committee and quarterly financial reports to the Employee Forum. The Treasurer shall approve all non-personnel related expenditures of funds from Employee Forum accounts.

### E. Parliamentarian

The Parliamentarian of the Employee Forum advises the presiding officer and other officers, committees, and members on matters of parliamentary procedure. The Parliamentarian is elected for one two year term by the Employee Forum. The Parliamentarian shall have full voting rights.

### F. Succession

In the event that the Chair cannot continue with the duties of office, the Vice Chair shall succeed to serve in that office. The succeeding Chair shall have the authority to designate a new Vice Chair to serve in their place, subject to ratification by the entire Employee Forum. Should the Vice Chair be unable to assume the duties of Chair, the Employee Forum shall hold a special election for the position of Chair at the next monthly meeting, in accordance with procedures for electing Employee Forum officers outlined in Appendix I, Section 4. Until a successor is found, the Executive Committee shall work in coordination with the Employee Forum Administrative Assistant and outgoing Chair to fulfill the duties of this position.

In the event that the Vice Chair cannot continue with the duties of office, the Secretary shall succeed to serve in that office. The Chair shall have the authority to designate a new Secretary, subject to ratification of the entire Employee Forum. Should the Secretary be unable to assume the duties of the Vice Chair, the Employee Forum shall hold a special

election for the position of Vice Chair at the next monthly meeting, in accordance with the established procedures for electing Employee Forum officers. Until a successor is found, the Executive Committee shall work in coordination with the Employee Forum Administrative Assistant and outgoing Vice Chair to fulfill the duties of this position.

In the event that the Secretary cannot continue with the duties of office, the Chair shall have the authority to designate a new Secretary, subject to ratification of the entire Employee Forum. Until a successor is found, the Executive Committee shall work in coordination with the Employee Forum Administrative Assistant and outgoing Secretary to fulfill the duties of this position.

In the event that the Treasurer cannot continue with the duties of office, the Chair shall have the authority to designate a new Treasurer, subject to ratification of the entire Employee Forum. Until a successor is found, the Executive Committee shall work in coordination with the Employee Forum Administrative Assistant and outgoing Treasurer to fulfill the duties of this position.

In the event that the Parliamentarian cannot continue with the duties of the office, the Chair shall have the authority to designate a new Parliamentarian, subject to ratification of the entire Employee Forum by two-thirds vote.

### G. Term of Office

The Chair shall assume their duties on July 1st, and shall serve a one -year elected term followed by a one-year ex-officio, non-voting term. The immediate past Chair of the Employee Forum shall serve as an ex-officio, non-voting member of the Employee Forum until the term of their successor ends. An officer may be re-elected during their Delegate term.

### 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 June meeting. The reports shall include information about projects and workload, 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.

## IX. Committees

The Employee Forum will have the following standing committees:

### A. Executive Committee

The Executive Committee shall be established each year to set the agenda for monthly Employee Forum meetings and to handle business between meetings of the Employee Forum. The Executive Committee shall be comprised of the Chair, the Vice Chair, the Secretary, the Treasurer, the Staff Assembly Delegates, the chair of each Employee Forum committee and one Delegate from each of the electoral divisions. Decisions made for the Employee Forum by the Executive Committee are subject to approval of the full Employee Forum at the next regularly scheduled Employee Forum meeting.



All electoral divisions shall elect their Executive Committee representative at the Annual Retreat. In the event that such representative leaves the Employee Forum before the end of their term, the remaining Delegates from that electoral division shall select from their number, a new representative to the Executive Committee.

**B. Communications & Public Relations Committee**

The Communications and Public Relations Committee publishes *InTouch*, the Employee Forum's monthly newsletter, and maintains the Employee Forum's website. The committee also works to increase coverage of Employee Forum issues in local and statewide media.

**C. Community Service Committee**

This committee develops and manages the community engagement and public service initiatives of the Employee Forum in coordination with the Carolina Center for Public Service and other campus organizations. The committee will ensure that Employees seek to foster an active and engaged commitment to our University and wider community. Subcommittees include the Carolina Community Garden and Carolina Blood Drive. The Carolina Community Garden subcommittee works to increase the effectiveness and sustainability of the Carolina Community Garden. The Carolina Blood Drive Subcommittee organizes semi-annual blood drive events.

**D. Diversity, Equity, & Inclusion Committee**

The Employee Forum Committee on Diversity, Equity, and Inclusion strives to ensure diversity, equity, and inclusion matters of all employees— particularly those in marginalized communities— are addressed and at the forefront of the work of the Employee Forum. The committee operates under the principle that equity means leveling the playing field by providing resources and opportunities for underrepresented groups, with the understanding that creating equity allows everyone an opportunity to have a seat at the table, which promotes inclusion. This committee seeks to put those principles into practice by advocating for enhanced hiring practices, equal pay, and protecting those who are most vulnerable. The committee believes this will contribute to the flourishing of diversity across the Carolina community, thus empowering all employees to create a more just, caring, and equitable community for all.

**E. Education & Career Development Committee**

The Education and Career Development Committee is tasked with advocating for and supporting the professional development needs of employees across campus. The committee facilitates the application and selection process for the Professional Development Grants as well as the Carolina Family Scholarship. The committee also works with key campus partners to offer professional development workshops, conferences, and other opportunities.

**F. Membership & Assignments Committee**

A Membership & Assignments Committee of at least five persons will be finalized by the Employee Forum at the Annual Retreat. The committee's chair will be the Secretary of the Employee Forum. The outgoing Secretary will serve as an ex-officio, non-voting member. The committee is responsible for conducting Employee Forum elections, and the periodic review of representation and electoral divisions to ensure equitable allocation of Delegates. The committee will also present a representative slate of candidates for office to the Delegates at the May monthly meeting.

**G. Personnel Issues Committee**

The Personnel Issues Committee conducts research and frames policy alternatives related to compensation and benefits, University and departmental policies and practices as they relate to individual employees and groups of employees, and campus-wide organizational development activities such as Carolina Service.

**H. Recognition & Awards Committee**

This committee annually reviews existing recognition and awards programs and recommends modifications and new programs to the Employee Forum as appropriate. This committee coordinates activities for the annual Employee Forum peer recognition awards program. The committee also will assist in the selection of the Employee Forum Community "Three-Legged Stool" Award.

**I. Creation & Continuance of Other Committees**

Any Employee can present to the Employee Forum a proposal for the establishment of a new standing or ad hoc Employee Forum committee, or the restructuring of a current one. All proposals must be presented in writing. Proposals will be discussed by the Executive Committee and brought before the entire Employee Forum for a vote.

All committees of the Employee Forum will be reviewed by the Executive Committee as necessary to determine their continuing relevance. Committees judged to be irrelevant will be brought before the entire Employee Forum for a vote on possible discontinuance.

## X. Amending the Bylaws

Recommendations for changes to the Employee Forum Bylaws must be approved by a two-thirds vote of the Delegates present at a meeting where a quorum exists. Recommendations for changes to the Employee Forum Bylaws shall be made in writing and distributed to Delegates at any monthly Employee Forum meeting, and shall be voted upon at the subsequent Employee Forum meeting. In keeping with the spirit of cooperation and communication, recommendations for changes to the Employee Forum Bylaws shall be simultaneously communicated to the Chancellor.

As part of its committee charge, the Executive Committee will determine the necessity of and timetable for periodic review of the Employee Forum Bylaws. The Chair of the Employee Forum shall call for the formation of the Bylaws Review Committee every three years.

# Appendix One: Election of Officers

## 1. When and By Whom

Election of Officers (Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian) shall be conducted at the June meeting by the Secretary. In the event the Secretary is unavailable or nominated for re-election, the responsibility shall pass to an Officer who is available and not nominated for re-election, in the following sequence: Parliamentarian, Chair, Vice Chair, and then Treasurer. If these officers are all nominated for re-election or are unavailable, elections shall be conducted by a Delegate of the Employee Forum appointed by a majority of Delegates present.

## 2. Nominations

The Membership & Assignments Committee shall solicit officer nominations from Delegates no later than five days after the Delegate election results in April of each year. A Delegate must have approval from their supervisor or manager before accepting a nomination. The correspondence (letter and email) sent by The Membership & Assignments Committee shall be sent to all outgoing, continuing and newly-elected Delegates. The correspondence shall encourage Delegates to nominate others and themselves.

The Membership & Assignments Committee shall present nominees at the May Employee Forum meeting. The May Employee Forum meeting shall be attended by all newly elected Delegates, continuing Delegates, and outgoing Delegates. This is the first meeting that includes newly elected Delegates. The meeting shall include time for five minute presentations to be made by each candidate and one of their supporters (a total of ten minutes of speeches by the candidate and their supporter.)

Further nominations may be made from the floor for each office at the time of the election at the June meeting. A candidate nominated from the floor must affirmatively accept their nomination (and have received pre-approval from their supervisor or manager).

Any candidate nominated from the floor at the June meeting may speak for five minutes and may have one supporter speak for five minutes on their behalf (a total of ten minutes of speeches by the candidate and their supporter.) If anyone nominated from the floor chooses to speak, any previously nominated candidate for the same office may also speak for five minutes (This is in addition to the time at the May meeting so that Delegates are reminded equally of all candidates.) The Employee Forum Administrative Assistant shall keep time during presentations and will notify the Delegate chosen to conduct the election when a speaker has run out of time.

Candidates whose names are submitted to the Membership & Assignments Committee at or before the April meeting shall submit a biographical sketch in the appropriate format for distribution to voters to be posted to the Employee Forum website. This sketch shall not exceed 250 words and shall deal only with the qualifications, achievements and ideas of the candidate. Characterizations or criticisms of other candidates or factions, by name or implication, shall not be allowed. The Membership & Assignments Committee shall pass judgment as to the fitness of all submitted sketches, ensuring that all are in compliance with the required format. Candidates and their supporters shall follow the spirit of these precepts in their verbal presentations and other campaigning.

Candidates who are nominated in advance and those who are nominated from the floor shall be encouraged to make the same amount of information available to voters. Nominees from the floor may make an information sheet available at the June meeting in conformity with the appropriate format for distribution to voters. The Parliamentarian shall review information sheets for appropriate conduct before distribution.

Each candidate will be encouraged, but not required, to provide a current photograph of themselves, which will be included with the biographical sketch on the Employee Forum website. Sketches will be posted on the Forum's website no later than the end of May, in alphabetical order by office, with no sketch given favored status. Sketches will also be included in the agenda packet for the June meeting.

## 3. Eligibility

Officers must be Delegates with at least one year of elected term remaining.

## 4. Election

Elections shall be by written ballot at the June meeting. On the day of voting, each Delegate will be handed a ballot after they are seated. A candidate must win a majority vote to gain election. In cases where no candidate gains a majority, the two candidates with the most votes in the first round of balloting shall participate in a run-off election. The candidate winning the majority of votes in the run-off election will gain office.

If there is but one nominee for each office, then by general consent, the ballot will be dispensed with and a voice vote taken. If there are nominations from the floor for one or more offices, separate elective ballots for said office(s) shall be taken and called for in sequence. All new, continuing and outgoing Delegates shall participate in the voting process at the June meeting.

Delegates may not cast more than one vote for each available officer position.

All new, continuing and outgoing Delegates and Officers shall participate in the voting process. The current Chair and Parliamentarian shall also vote.

The Delegate chosen to conduct the election will call for nominations and call for a vote on each Officer position separately and in sequence, starting with the Chair, followed by the Vice Chair, Secretary, Treasurer and Parliamentarian.

A candidate must win a majority vote to gain election. In cases where no candidate gains a majority, the two candidates with the most votes in the first round of balloting shall participate in a run-off election. The candidate winning the majority of votes in the run-off election will gain office. In cases where votes are split among more than two candidates, a run-off election will take place with the candidate with the least votes eliminated. If there is but one nominee for each office, then a voice vote will be taken.

## 5. Write-in Votes and Absentee Ballots

Write-in votes and absentee ballots are not permitted.

# Appendix Two: Election of Delegates to the Staff Assembly

## 1. Election of Staff Assembly Delegates

1. Employees who are incoming, currently-serving, or outgoing Delegates may run for election as a Staff Assembly Delegate. Staff Assembly Delegates who are currently serving their first term may also run for re-election.
2. Election of Staff Assembly Delegates shall take place annually at the September meeting. The candidate receiving a majority of the votes wins the election. If no candidate receives a majority of the votes cast, there will be a run-off election between the two candidates with the most votes.
3. Upon election, Staff Assembly Delegates shall become members of the Employee Forum Executive Committee.
4. Any Staff Assembly Delegate may be recalled by a two-thirds vote of the Executive Committee (if appointed by the Executive Committee) or a two-thirds vote of the full Forum body (if elected by the full Forum body). Upon recall, the former Delegate would no longer be a member of the Employee Forum Executive Committee.

## 2. Terms of Staff Assembly Delegates

Elected Staff Assembly Delegates shall serve a two or three-year term, from the September meeting of the year of their election. The Employee Forum Chair shall serve as a Staff Assembly Delegate for the duration of their tenure. To ensure continuity, Staff Assembly Delegate terms will be staggered in accordance with the Staff Assembly Bylaws.

## 3. Alternate Staff Assembly Delegate

The Delegate receiving the second-highest number of votes in the Staff Assembly elections may serve as the Alternate Staff Assembly Delegate. The Alternate Staff Assembly Delegate shall assume the role and responsibility of a Staff Assembly Delegate in their absence and as outlined by Section VII (K) of these Bylaws. The Alternate Staff Assembly Delegate shall serve for one year.

## 4. Special Appointments of Staff Assembly Delegates

*a. In the event that the Employee Forum cannot fill one or more of its allotted Staff Assembly Delegate positions, due to the resignation and/or termination of selected Staff Assembly Delegates, the Employee Forum Executive Committee shall have the authority to appoint Staff Assembly Delegates by a two-thirds vote. Staff Assembly Delegates appointed to the Staff Assembly in this way may serve no longer than one year, and such service shall not count against their eventual election as Staff Assembly Delegates. These newly appointed Staff Assembly Delegates shall serve until the next available election cycle, at which point they may be elected to be a Staff Assembly Delegate subject to the election procedures of these Bylaws.*

*b. A Staff Assembly Delegate appointed pursuant to subsection a. of this Section may be recalled by a two-thirds vote of the Employee Forum Executive Committee. Upon recall, the former Staff Assembly Delegate would no longer be a member of the Employee Forum Executive Committee.*

This version of the Employee Forum Bylaws was approved on the XXth day of XXXXXX, 2020 at the University of North Carolina at Chapel Hill during the Full Body Meeting via Zoom by a vote of XX to XX and is certified by the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian of the Employee Forum by their signatures below:

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Chair \_\_\_\_\_ Date \_\_\_\_\_

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Vice Chair \_\_\_\_\_ Date \_\_\_\_\_

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Secretary \_\_\_\_\_ Date \_\_\_\_\_

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Treasurer \_\_\_\_\_ Date \_\_\_\_\_

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Parliamentarian \_\_\_\_\_ Date \_\_\_\_\_

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