

Revised, 6/1/04

**BYLAWS OF THE STAFF COUNCIL OF  
THE COLLEGE OF FAMILY AND CONSUMER SCIENCES  
THE UNIVERSITY OF GEORGIA**

**SECTION I. NAME**

The name of the body hereby constituted will be the Family and Consumer Sciences Staff Council (FACS Staff Council).

**SECTION II. RESPONSIBILITIES AND FUNCTIONS**

The FACS Staff Council will participate in the process of the University governance by advising the President and by recommending to and consulting with the University Council in the establishment of rules and regulations deemed necessary or proper for the promotion of the general welfare of the University.

The FACS Staff Council will formulate and recommend to the staff members and the Dean policies and procedures related but not exclusive to classified personnel.

The FACS Staff Council will develop and maintain a college-wide communications network to provide for efficient transmission of information to all staff members concerning the business conducted by the FACS Staff Council.

**SECTION III. MEMBERSHIP OF THE FACS STAFF COUNCIL**

**I. Members**

The membership of the FACS Staff Council will be elected by and from the classified personnel of the College of Family and Consumer Sciences.

**II. Election of Staff Council Members**

- A. Each unit of the College of Family and Consumer Sciences will elect by secret ballot one full member to the FACS Staff Council. **The eight units of the College of Family & Consumer Sciences are: the Administrative Unit; the Department of Child and Family Development; the Department of Housing and Consumer Economics; the Department of Foods and Nutrition, the Department of Textiles, Merchandising and Interiors; Developmental Therapy; the Institute on Human Development and Disability, and Family & Consumer Sciences Extension.**

- B. Election to the FACS Staff Council will be for a term of two years in length. A member may not serve for two consecutive terms.
- C. Each unit will hold their elections during May of each year. The Institute on Human Development and Disability, the Department of Child and Family Development, Developmental Therapy and the Administrative Unit will elect in odd years. The Department of Foods and Nutrition, the Department of Housing and Consumer Economics, the Department of Textiles, Merchandising and Interiors, and Family and Consumer Sciences Extension will elect in even years. To determine odd and even years, the calendar year of the election will be used. This creates staggered terms so there is an overlap of old and new members on the Council.
- D. The present Staff Council members will notify the Chairperson of the newly elected members. The Chairperson will send an announcement to all units identifying the elected Staff Council members. New members to the FACS Staff Council will be seated at the June meeting each year.
- E. Vacancies due to death, resignation, termination, or transfer from the area represented will be filled by election by and from the staff members from the area concerned.

#### SECTION IV. OFFICERS OF THE FACS STAFF COUNCIL

##### I. Officers and Duties

- A. Chairperson- The Chairperson will be responsible for scheduling and conducting all FACS staff members meetings and will serve as the head of the FACS Staff Council. The chairperson will be elected by and from the FACS Staff Council for a one-year term of office and may not serve as chairperson for more than two (2) consecutive years. The chairperson will serve as representative of the College of Family & Consumer Sciences staff members to the University Staff Council.
- B. Vice Chairperson/Secretary- The Vice Chairperson/Secretary will assist the Chairperson and perform the duties of the Chairperson in his/her absence. The Vice Chairperson/Secretary will be responsible for taking minutes, maintaining records and e-mailing the minutes to FACS staff (staff@fcs.uga.edu). The Vice Chairperson/Secretary may be any classified employee, as defined in the Policies of the Board of Regents, or other regular non-faculty status employee. The Vice Chairperson/Secretary will be elected by the FACS Staff Council to a one-year term of office and may not serve as Vice Chairperson/Secretary for more than two (2) consecutive terms.

## II. Election of Officers-Chairperson and Vice Chairperson/Secretary

Officers of the FACS Staff Council (Chairperson and Vice Chairperson/Secretary) will be elected during the June meeting each year.

Nominations will be accepted at the June meeting and elections will follow immediately. Each nominee must consent to having his/her name placed in nomination. A second is required to be nominated. The election will be by secret ballot.

A candidate must receive a majority (51%) of the votes to be elected. In the event no candidate receives a majority, a run-off election will be held between the two nominees receiving the most votes.

New officers will begin their terms at the close of the regularly scheduled June meeting.

## SECTION V. GENERAL PROCEDURES

### I. Meetings

- A. The FACS Staff Council will meet once every other month. The meetings will commence in June (August, October, December, February, April). The time and day of the meetings will be set in the June meeting. The meetings will be held at the various locations of the College of Family & Consumer Sciences, as determined by the Chairperson and Vice Chairperson/Secretary.
- B. The FACS Staff Council will form committees as necessary.
- C. Special meetings may be called in any of the following ways:
  - 1. By the Dean of the College of Family & Consumer Sciences.
  - 2. By the Chairperson.
  - 3. By majority vote of the FACS Staff Council.
- D. The FACS Staff Council will prepare the agenda for each meeting. This agenda, together with pertinent information on items to be discussed by the staff members will normally be distributed to FACS Staff Council members at least two days in advance of regularly scheduled meetings. Items not on the announced agenda may be added by the members present.

- E. The order of business at regular meetings of the FACS Staff Council will be as follows:
1. The presentation of the minutes of the last meeting of the Council, their corrections, if any, and their adoption.
  2. Reports of the Chairperson
  3. Committee Reports, if any
  4. Old Business
  5. New Business
  6. Adjournment
- F. A simple majority of the voting members of the FACS Staff Council will constitute a quorum. Motions may be passed by a majority of those present and voting. The FACS Staff Council may not conduct normal business if a quorum is called and found lacking.
- G. A Council member who is unable to attend a meeting may appoint an alternate staff member within their unit. An alternate may enter into discussion and vote after registering with the Vice Chairperson/Secretary prior to the meeting. No person can represent more than one member at a meeting.
- H. Non-members are welcome to attend all FACS Staff Council meetings. Non-members who wish to address the Council will request permission to do so from the Chairperson prior to the meeting, or during the meeting. Any Council member may move that a non-member be allowed to speak.
- I. Copies of the minutes of each meeting will be available to all members and may be requested from the Office of the Dean.

## II. Amendments to the Bylaws

The FACS Staff Council will have the power to amend its bylaws providing that such amendments be approved by a majority of the votes cast at two successive meetings of the Council.