

## 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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- 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](#)