

## School of Engineering and Applied Science Employee Council (SEC) By-Laws

- I. Purpose
- II. Membership
- III. Meetings

- I. Purpose

- a. To facilitate communication and serve as a liaison between SEAS staff and SEAS upper administration.
- b. To develop a stronger sense of community, foster a respectful workplace, and encourage high morale among SEAS staff members.
- c. To administer the annual SEAS Rewards and Recognition program, including evaluation of nominees and awardee recommendations to SEAS upper administration.

- II. Membership

- a. The SEAS Employee Council (SEC) is comprised of one staff representative from each SEAS department and one staff representative from the Dean's Office. All SEAS staff members with a minimum of 1 year of SEAS staff employment are eligible to serve. A primary representative and an alternate will be elected by the staff in their department. Each primary representative (and only the primary representative) holds the right and privilege to vote. Elections will be held before the July SEC meeting.
- b. All SEAS representatives to the UVa Staff Senate are included as ex-officio, non-voting members, for relevant UVa-wide communications, as they need arises.
- c. Each representative will serve a term of 2 years, beginning September 1 of the starting year. Representatives are eligible for re-election.
- d. Alternates should attend SEC meetings whenever the primary representative cannot, and assume full representative powers at such meetings.
- e. Should a representative be unable to complete a term, the alternate will assume the primary representative position and a new alternate may be appointed.
- f. Each representative is responsible for communicating SEC business to the staff in their department, and for bringing to the SEC staff concerns from their department.

- III. Meetings

- a. The SEC will meet monthly during the calendar year, except in August, and hold additional meetings at other times as needed.
- b. At least half of the SEC voting representatives must be present at each meeting in order to be considered a quorum for conducting business.
- c. The July meeting of the SEC will be comprised of all the current representatives and alternates along with the newly elected representatives and alternates.
- d. The SEC will act upon such business as is brought to it by the representatives or the SEAS Dean, and will make recommendations to the Dean as it deems appropriate.

*\*\*\* A motion to amend these by-laws will require approval by two-thirds of the voting members of the SEAS Employee Council \*\*\**