

# CIO EMPLOYEE ADVISORY COMMITTEE BYLAWS

ADOPTED NOVEMBER 11, 2020

The Employee Council will be comprised of representatives from the following areas: CIO Operations – 1 (2 years); CTO Operations – 1 (2 years); Enterprise Applications – 2 (1 - 2 year and 1-1 year); Information Security – 1 (2 years); COO Operations – 2 (1-2 year and 1-1 year) and one (1) non-voting member designated as committee advisor (1 year, with inaugural term 2 years).

## Section I. Elected Representatives

### 1.1 Qualifications

1. Representatives must be regular non-supervisory employees with benefits eligibility status.
2. Representatives must have completed one (1) year of continuous service in a regular, benefits eligible position at Augusta University by April 1 of the election year.
3. Representatives must have a positive performance appraisal on file for the current year with an overall rating of meets expectations or above.

### 1.2 Terms of Office

Terms will begin in January. At the end of either of the twelve or twenty-four months of membership, the council will re-open for nominations and new council members will be selected. Each member will serve a maximum of two consecutive terms. The committee advisor member is excluded from the consecutive term rule. One committee advisor member will be selected from the runners-up from all areas of representation in IT. A simple majority vote will decide the member.

The Employee Council will elect a chair at the first meeting of the fiscal year. The Chair should be elected from those members who are beginning their second year of service on the council, with the exception of the first year of the Council's inception.

### 1.3 Vacancies

If a vacancy occurs through resignation or dismissal from the Employee Council or termination of employment:

A confidential list of runner-up candidates will be developed at the time of election and maintained by the Executive Board. The Chair of the Executive Board will contact candidates to determine willingness to serve in the event of a vacancy and until all vacancies are filled (that person selected will only complete the term of the vacated position).

#### **1.4 Attendance & Release from Council**

##### Constituent Petition

- A representative can be removed from office by his or her constituents.
- A signed petition from at least half the representative's constituents shall be presented to the Employee Council.
- Following validation of the petition, a special vote by the constituents shall be held.
- A two-thirds majority shall be sufficient to remove the representative.

##### Failure to Meet Employee Council Performance Expectations

- Possible causes of expulsion shall include, but not be limited to, the following:
  - Non-attendance (more than 2 non-excused absences).
  - Failure to report Employee Council activities to constituents the representative is elected to represent.
  - If a member must miss a meeting, they shall alert the executive chair secretary at their earliest convenience.
  - After the second absence, the employee will be contacted by the chair to re-evaluate the member's commitment to the council. Non-attendance can result in removal from the council.
  - Disruptive behavior may result in immediate removal from the council.
  - Receive adverse disciplinary action
  - Promotion to a supervisory role
  - Transition to a role outside of Information Technology

## **SECTION 2. NOMINATIONS, ELECTIONS, AND VOTING**

### **2.1 General**

The nominations, elections, and voting processes shall be handled by the Elections Sub-Committee. Approval of eligibility for each nominee will be verified through Human Resources. The nomination/voting process will begin no earlier than September 1 and end no later than November 15. Representatives will be elected by simple majority and take office January 1. In the event of a tie, a runoff election shall be held.

### **2.3 Nomination Procedures**

1. Electronic communication will be distributed to all non-supervisor employees to solicit nominations for the general election no earlier than September 1.
2. Nominations must be submitted no later than September 30.
3. Upon verification of eligibility by the Elections Sub-Committee, nominees will be notified by email or telephone and asked to confirm willingness to serve on the council.
4. Interested nominees must receive written approval from supervisor to be included on the ballot.

### **2.3 Voting Procedures**

1. Electronic ballots will be distributed October 15 and returned no later than November 1.
2. Notification of results will be distributed electronically within fifteen (15 ) days of the voting deadline.