



How a Bill Becomes a Law

or

**“Understanding the IUPUI Staff Council
Procedures & Bylaws”**

How a Bill Becomes a Law

This is an introduction to how things work, but also to why the Staff Council does what it does.



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**“SO...what exactly
does the IUPUI
Staff Council
do???”**



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The IUPUI Staff Council
is YOUR voice on campus.



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As representatives of all non-union staff on campus, we strive to ensure a staff presence in **campus-wide discussion & decision-making**. We reach out to fellow staff with valuable information about **benefits**, human resource **policies**, and invaluable **resources for better working & living**. We also volunteer on- and off-campus to make Indianapolis an even better place to work & live.



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And, most importantly, we are on-call
to **receive staff concerns &
suggestions** about life at IUPUI...&
how we can all work together to help
improve it.

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But now that we know **WHY**
we do what we do, we have to
know **HOW...**



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**The IUPUI Staff Council uses
Roberts Rules of
Parliamentary Procedure...**



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**But what
does
THAT mean?**



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- **Roberts Rules of Order are simply guidelines for running, participating in, and voting during a meeting.**
- **The Staff Council uses Roberts Rules to move to call the meeting to order, to adopt the agenda (order of business) for the day, and the move to adjourn the meeting.**
- **These motions are made by the President and carry (or pass) unless one of you objects.**



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- When a policy is proposed, the Executive Committee assigns that proposal to be reviewed and refined by a committee.
- Once the committee has approved it and the Executive Committee gives the “go-ahead,” the policy comes to you, the Council, in the form of a **motion**



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- The President then asks anyone supporting, opposing, or wishing to **make a “friendly amendment from the floor of the meeting” if they wish to speak.**
- If any amendments are made from the floor, they must be passed before the President **“calls for the question” (or calls for a vote)** on the motion.



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- **Once any amendments to a motion pass, the President calls the question (or calls for a vote) on the amended motion.**
- **If the motion is to amend a bylaw, 2/3 of the voting members present must vote “aye” for the motion to carry. Any other motions require a simple majority of votes to pass.**



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Q: “But when does a motion have its ‘First Reading?’”

A: If a proposal has been vetted and passed by a Staff Council committee, a First Reading (*a reading after which members do not vote*) is not required.



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**“But, the bylaws
come in handy for
things other than
voting on
proposals or
motions, right?”**



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The Bylaws Also Explain:

Who is eligible to serve on the Council and for how long.



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The Bylaws Also Explain:

Members may serve up to three consecutive terms of two years each.



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The Bylaws Also Explain:

Any full-time appointed staff member is eligible to be elected to or vote in the elections for Staff Council.



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The Bylaws Also Explain Each Member's Duties:

Unit representatives have the responsibility: to attend monthly IUPUI Staff Council meetings or to send an alternate. [see Article III, Section D.3]; to actively participate on an IUPUI Staff Council committee [see Article V] including attending regularly scheduled committee meetings; to relay information to fellow staff members that is communicated at IUPUI Staff Council meetings; and to convey fellow staff members concerns and comments to IUPUI Staff Council.

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...And Remind Members to Send an Alternate!

“A member of the Staff Council who must be absent from any meeting of the Council may be represented at that meeting by an alternate. This alternate shall be permitted voice and vote and the vote shall be the expression of the Council member whom the alternate represents. An alternate shall sign the attendance sheet at each meeting attended with his/her name beside that of the Council member represented. “



So, you see:

The Staff Council bylaws are guidelines for conducting business in the best way possible. This is why they are dynamic.



So, you see:

The bylaws explain why we exist and how we conduct business in order to ensure that the IUPUI staff maintains a strong voice in campus decision-making.