

# USC Staff Assembly

## Standard Operating Procedures

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### 1. Representation

Sixty members shall be seated on the Staff Assembly. The following constituencies shall be represented in the following order:

- a. Personnel Classification seats shall be represented by individuals according to their personnel classification, generally grouped as follows:
  - Non-exempt – 16 seats
  - Exempt – 16 seats
- b. Campus seats shall be represented by individuals whose primary work location is categorized as follows:
  - University Park Campus and vicinity (including North University Park, and all locations within 5 miles of the University Park Campus) – (17 seats)
  - Health Sciences Campus and vicinity (including County Hospitals, and all locations within 5 miles of the Health Sciences Campus – (9 seats)
  - Satellite campuses (combined; including Downtown LA, Children’s Hospital, Marina del Rey, Catalina, and all locations not falling into the other two categories) – (2 seats)
- c. At Large seats are assigned when there are no candidates available to fill a seat as designated in the standing Assembly structure.
- d. Organizational units are defined as unique home departments (first six digits only) in the USC Administration Information Systems database. The number of members seated on the Assembly from an organizational unit shall be limited in relation to the number of benefits-eligible staff members employed in that unit, as follows:

<b>Full-time Staff Employees in Organizational Unit</b>	<b>Maximum Members Seated</b>
1-25	3
26-50	4
50-99	5
100 & over	6

## 2. Election of Members

- a. Requests for nominations for Assembly membership shall be distributed to all non-union benefits-eligible university staff employees.
- b. The Rules and Elections Committee shall contact the nominees and verify the eligibility and willingness to be placed on the ballot to serve on the Assembly (i.e., department clearance and understanding of time commitment involved).
- c. A ballot shall be prepared according to the Bylaws and distributed to the constituency.
- d. The Rules and Elections Committee shall verify the constituency status of all voters, tally the votes, and determine the membership of the next Assembly according to the Bylaws. The verification process requires at minimum the presence of the Chair of the Rules and Elections Committee and one other member of the Executive Committee.
- e. All candidates are ranked according to the number of votes received:
  - **Personnel Classification seats** are assigned to the eight candidates in each Personnel Classification Group with the highest number of votes.
  - **Campus seats** are then assigned to the appropriate number of candidates (see section 1b) in each campus Group with the next highest number of votes.
  - Any seat not assignable by this method is then filled by the candidate with the next highest number of votes, and the seat is considered “At-Large”. As candidates are selected for membership, the number of individuals seated from the same organizational unit shall be tallied and compared with the number of benefits-eligible staff employees in that unit. When the maximum representation is reached (see 1d), no further members from that organizational unit shall be assigned seats, regardless of number of votes. Existing vacancies, as well as those that arise during the fiscal year, are filled from this ballot according to the same procedure.
- f. The Rules and Elections Committee shall notify each candidate in a timely manner with the outcome of the election.
- g. The member’s election process is to take place each year during the month of April but shall be completed no later than one week before the last General Assembly meeting of the fiscal year, at which time the transfer of seats from retiring members to those newly elected shall take place.
- h. General elections may be held whenever deemed appropriate by the Executive Committee, but no less than once a year. Personalized ballots in general elections shall be sent to non-union benefits-eligible staff employees.
- i. In the event of a tie for the final seat(s), the eligible candidates will submit a statement describing their desire to serve as a member of Staff Assembly and include background on what makes them the best candidate to fill the remaining seat(s). The Chair of the Rules and Elections Committee will anonymize the candidate statements and the Executive Committee will conduct a secure vote. Simultaneously, the Rules and Elections Committee will conduct a vote for the eligible candidates and the final results of the Committee Vote will add a single vote to the results of the Executive Committee vote.

### **3. Election of Officers**

- a. Prior to the last general meeting of the year, the Rules and Elections Committee, with the advice of the Executive Committee, shall prepare a slate of candidates for office from the membership of the incoming Assembly.
- b. Each candidate shall be contacted to verify his/her willingness to serve as an officer. One or several candidates may be proposed for each office. Nominations may also be made from the floor at the time of balloting.
- c. Candidates who declare their intent to run for an Officer position in advance of the last general meeting of the year may provide a one-page candidate profile and/or make a brief statement prior to balloting. All candidate profiles will be posted in a visible location at the same time to ensure that all members running for an Officer position have equal visibility to the voting members. Candidate statements will be made verbally during the transition meeting, immediately prior to the vote for the specific Officer position.
- d. The election of Officers, held during the last general meeting of the fiscal year following the installation of the new Assembly, shall be by secret ballot of all incoming and continuing Assembly members if more than one candidate is nominated; if only one candidate is nominated, election may proceed by verbal declaration, one candidate at a time, beginning with the president. The gavel passes to the newly elected President during the last meeting of the year (in June).
- e. The successful candidate for each office is determined by majority vote of members present; run-off balloting may be necessary to assure a majority.
- f. Vacancies in office shall be filled following the same election process at the earliest possible general meeting.

### **4. General Meetings**

- a. The President or his/her designee, with the approval of the Executive Committee, shall schedule the time, location, and speakers for general meetings, to be held once a month.
- b. The use of Roberts' Rules of Order is recommended at general meetings and shall be enforced when increased order or protocol is deemed necessary by the President or Parliamentarian.
- c. Special meetings may be called by the President or Executive Committee. Rules for general meetings as specified in the Constitution, Bylaws, and Standard Operating Procedures also apply to special meetings.
- d. Minutes of all general meetings shall be submitted by the Secretary to the Assembly President in time for distribution to the membership at least one week prior to the next general meeting. The President shall maintain a permanent record.
- e. Members of both the retiring and the newly elected Assemblies shall be invited to the last two general meetings of the fiscal year. At these meetings, members of the incoming Assembly shall elect their officers and register their preferences for committee service.

### **5. Attendance**

- a. Members are expected to attend all general meetings and all appropriate committee meetings. All members are required to serve on at least one committee.

- Advanced notification of non-attendance to general meetings should be given to Committee Chair.
- b. The Rules and Elections Committee and Committee Chairs shall advise the Executive Committee of excessive absences. Members who appear to fall below a reasonable level of participation in Assembly activities (approximately 75%) shall be contacted regarding continued service.
- c. Members who are released from the assembly for non-participation will not be eligible to be re-elected to the Staff Assembly for the next two election cycles.

## **6. Resignations**

- a. Members who resign their Assembly seats should do so in writing, addressing the resignation to the President of the Assembly, with copies to the chair of the Rules and Elections Committee and the Chair of the working committee the member is serving on.
- b. Vacancies created by resignations shall be filled according to article 2e in these Standard Operating Procedures.

## **7. Committees**

- a. Standing Committees shall be as follows:
  1. Executive Committee
  2. Communications Committee
  3. Compensation and Benefits Committee
  4. Diversity, Equity and Inclusion Committee
  5. Environment and Safety Committee
  6. Rights and Responsibilities Committee
  7. Rules and Elections Committee
  8. Scholarship and Awards Committee
  9. Staff Engagement and Appreciation Committee
  10. Transportation Committee
- b. The Executive Committee shall be comprised of the elected officers of the Assembly, Chairs of the standing committees (chosen by incumbent President), and a Staff Assembly member from the Health Sciences Campus. The Health Sciences Campus representative will be appointed in the same manner as committee chairs. The President may invite others to attend Executive Committee meetings as guests.
- c. The Rules and Elections Committee shall be charged with the nomination and election of members and officers and maintenance of the official roster.
- d. The Scholarship and Awards Committee shall be charged with the selection, in conjunction with the Staff Club, of recipients of the Staff Monthly Recognition Award and the process of scholarship selection and distribution.
  1. Recipients of the Staff Monthly Recognition Award shall be selected by the members of the Scholarship and Awards Committee and Staff Club liaison.
  2. Recipients shall be recognized and introduced (by a co-worker, supervisor, or nominator, when possible) at the general meeting and shall be presented an award.
  3. Recipients will be eligible to be recognized once during their USC career.

- e. The Communications Committee shall be charged with the maintenance of the Staff Assembly website, Facebook, Instagram and Twitter accounts, and any other social media sites or pages.
- f. Standing committee membership and charges shall be prepared by the Executive Committee prior to the first general meeting, distributed to the membership, and submitted to the President for permanent record. The Executive Committee, or the standing committee with Executive Committee approval, may modify committee membership and/or charges at any time.
- g. Committees shall operate within the scope of their charges by establishing goals, methodology, and priorities. They have authority to investigate and to carry out activities necessary to perform their charges, to prepare reports, recommendations, and parliamentary motions.
- h. Committee chairs shall convene their committees no less than once a month unless approved by the Executive Committee.
- i. Each committee chair shall provide to the Executive Committee minutes of committee meetings including attendance. At the end of the year, each Committee Chair shall provide to the respective incoming Chair appropriate information to facilitate continuity (e.g., charges, goals, unfinished business, investigatory materials approved, and pending parliamentary motions).
- j. At the end of November and May, each Committee Chair shall provide a summary report to:
  - 1. the Chair of the Communications Committee for use in publication
  - 2. the President
  - 3. the respective incoming Chair.
- k. Parliamentary motions shall be prepared on the “Form for Parliamentary Motion” or according to that format, and submitted to the Executive Committee for review and approval. The approved motion shall be provided to the President in time for distribution to the membership at least one week prior to the general meeting at which it shall be introduced. Following the approval of the Assembly, the appropriate Committee Chair shall complete the form and submit a final copy to the President for forwarding to the appropriate office and the Executive Committee for permanent record. Parliamentary motions introduced to the Assembly, regardless of action, shall be numbered consecutively, preceded by the yearly designation (e.g., 2004.1). The President shall keep the Assembly apprised of response/non-response to passed parliamentary motions, as appropriate.

## **8. Appeals/Reconsiderations**

Modifications/additions of these Standard Operating Procedures may be made in the following ways:

- 1. By the Rules and Elections Committee with the approval of the Executive Committee and subsequent approval by a majority of the Assembly membership.
- 2. By any Assembly member during the first general meeting when the Standard Operating Procedures are reviewed. Modifications/additions may be made by a floor motion and an affirmative vote by three-quarters of the membership.

3. By any Assembly member at any time. S/he may propose a modification/addition to the Rules and Elections Committee, which shall make recommendations and take them to the Executive Committee. Decisions of the Rules and Elections Committee and Executive Committee must be made public and may be overruled by floor motion and an affirmative vote by three-quarters of the elected membership.

## **9. Official Records and Archives**

1. All Staff Assembly plaques, notes, photographs, documents, etc., older than two years old are to be sent to the University Archivist for long-term storage in the library system and the documents and photographs are to be scanned for digital storage. This information will be made available to any current Executive Committee members with a request to the University Archivist by the Executive Board.
2. Immediate previous year's information regarding specific committees will remain with the Committee Chair and it will be the Chair's duty to put that information on the Staff Assembly Shared Drive that the Staff Assembly Executive Committee has access to. Agendas, meeting minutes, and other digital documents will also be put on the Staff Assembly Shared Drive by the Secretary and the Staff Assembly Executive Committee will also have access to this information.