BYLAWS

Hourly Employees Council, The University of Oklahoma, Norman Campus

ARTICLE I. DEFINITION

Section 1. For the purpose of this document, a member of Hourly Employee Council (HEC) shall include three representatives from each non exempt employee group. The groups shall be divided geographically, each with approximately the same number of employees with the following exceptions:

A. A location may be so large that it is necessary to divide it between more than one group

B. Locations that are not situated on the main campus may be assigned to any group in order to achieve as near equal representation as possible

ARTICLE II. REPRESENTATIVES

Section 1. Representatives shall be elected in May to serve a three year term, which begins August 1st and ends July 31st. The terms shall be staggered so that one-third of the membership has elections each year. Any HEC member who is transferred from one group to another shall terminate his/her term on HEC. A replacement shall be named pursuant to Article II, Section 7.

Section 2. Employee Groups shall be reviewed by an Ad Hoc committee every five (5) years, or more often as needed. Revisions shall be in accordance with Article I, Section 1.

Section 3. Any HEC member may succeed himself/herself for one additional term. Filling an unexpired term shall constitute a first term.

Section 4. Nominations for HEC membership shall be submitted by March 15 to the Election Committee for each employee group from the eligible employees within their respective member groups.

Section 5. Election to positions on the HEC shall be by written ballot. Official ballots for each of the employee groups shall be prepared, distributed and counted by the Election Committee. Each ballot shall be marked to indicate the group to which the employee belongs and shall carry a group designation. A ballot shall be addressed and mailed to each individual eligible to vote. The person(s) receiving the largest number of votes will be declared the representative(s).

Section 6. The position of any member of the HEC shall become vacant upon his/her:

A. Termination of service to the university

B. Three (3) absences from the regular meetings during the HEC year at the discretion of the President of HEC.

C. Change of employment status as defined in Article II, Section 1 or by re-assignment to an exempt employee status
D. Resignation from HEC upon written notice to the HEC

Section 7. Any term of office vacated by a member of the HEC shall be completed by the individual receiving the next highest number of votes in the previous year that the member was elected. In the event the person receiving the next highest number of votes is unable to serve, the HEC President shall appoint a replacement, with the approval of the HEC, from the list (in descending order) of eligible representatives from the previous election to complete the term. If there are no nominees from a previous election to fill the vacancy, the HEC President shall name a replacement, with the approval of the HEC to fill the vacancy until the next election.

Section 8. In the event of a tie, whether for election or replacement of HEC members, the employee with the longest period of hourly service with the university shall be declared the representative. In the event this procedure does not break the tie, the employee with the longest period of service in his/her HEC member group shall be declared the representative.

ARTICLE III: OFFICERS

Section 1. The President, President-Designate and Secretary/Treasurer shall be elected by the representatives at the May meeting of each year to take office the following August.

Section 2. Nominations can be received from the Election Committee, the floor, or by written nomination.

Section 3. Voting shall be by written ballot.

Section 4. The Secretary/Treasurer may serve only two consecutive terms, if re-elected by two-thirds majority of the elected representatives.

Section 5. The President and President-Designate serve only one term.

Section 6. Officers may be removed from office by a two-thirds majority vote of the elected representatives.

Section 7. In the event of a vacancy in the office of President-Designate or Secretary/Treasurer, an election for that office shall take place at the next regular or special meeting.

Section 8. In the event of a vacancy in the office of President, the President-Designate will assume the office of President.

Section 9. The President, President-Designate and Secretary/Treasurer shall be automatic members of the Staff Senate of the length of time they are elected to office on the HEC.

Section 10. If the President-Designate is in the third year of membership on the Staff Senate when selected, he/she shall not be a Staff Senate member during the year served as President-Designate in order to comply with the Staff Senate Bylaws,
Article II, Section 1. The President-Designate shall attend Staff Senate meetings as an observer and will automatically become a member of the Staff Senate during the following year when serving as President. A new Staff Senate member will be elected to fill the one-year term created by the vacancy.

Section 11. The President, President-Designate and Secretary/Treasurer shall not serve as representatives of their HEC groups. New representatives shall be appointed to serve the unexpired portion of their terms. **ARTICLE IV: STAFF SENATE MEMBERS**

Section 1. The HEC shall be responsible for the election of the number of representatives as designated by the Staff Senate as stated in the Staff Senate Bylaws, Article ii, Section 4. The election shall take place during the first meeting of the fiscal year (July).

Section 2. Any hourly employee can be appointed by the HEC to be a Staff Senate member.

**ARTICLE V: MEETINGS**

Section 1. Regular meetings of the HEC shall be held on the second working Wednesday of each month at 1:30 p.m., September through July.

Section 2. Special meetings may be called by the President of HEC or upon written request of at least one third of the members of HEC.

**ARTICLE VI: QUORUM AND VOTING**

Section 1. A majority of the voting membership shall constitute a quorum authorized to transact business at any regular or special meeting of the HEC.

Section 2. Voting by HEC representatives shall be by voice except when deemed otherwise by the President, in which case voting shall be by a show of hands or by ballot.

Section 3. A majority vote by the HEC representatives present shall carry a motion, except a motion to amend, suspend, alter or annul the Constitution or Bylaws of the HEC, which shall be in accordance with Article 7 of the Bylaws.

**ARTICLE VII. AMENDMENTS**

Section 1. Amendments, alterations, annulments or suspensions of the Constitution or Bylaws may be presented by HEC members, in writing, for discussion in a regular meeting of the council.

Section 2. Two-thirds majority vote of the total membership at the next regular meeting is required for any amendment, alteration, annulment or suspension to be adopted.

Section 3. Amendment, alteration, annulment or suspension that has been adopted goes into effect immediately upon adoption.
Section 4. Once amended, the bylaws will carry the amendment date at the end of the bylaws.

ARTICLE VIII: RECORDS

Official record and minutes of the HEC shall be maintained by the Secretary/Treasurer and shall be submitted to the Staff Senate office, where they shall be retained and be available for public inspection.

[Approved by Hourly Employees Council, July 20, 2011]