

Staff Assembly Bylaws

Last updated July 1, 2021

I. AUTHORITY

Our authority stems from the same policy as campus Staff Assembly; From the Chancellor and by vote of the staff of the University of California, Davis in accordance with University policy 270-05.

II. NAME

The name of this organization shall be UC Davis Health Staff Assembly (UCDH SA), a.k.a. UC Davis Staff Assembly, Health Chapter.

III. PURPOSE AND OBJECTIVES

- A. To promote and advocate the welfare, interests and diversity of the staff, the Health campus and the University of California following the Principles of Community.
- B. To stand as a University sanctioned organization of staff employees, with a voice in matters pertaining to UCDH within the limitations imposed by law.
- C. To provide a vehicle through which the employees of UCDH may become more involved in, and informed of, the central functions of UCDH.
- D. To promote and advocate improved communication with all UCDH staff employees.
- E. To promote and advocate the involvement and interaction of staff among other UC Davis and UCDH organizations and units in the shared governance of the campus.
- F. To cooperate with other University groups (i.e.; UCD Campus Staff Assembly, Council of University of California Staff Assemblies [CUCSA], Employee Resource Groups, etc.) on matters of mutual interest.
- G. UCDH SA shall not act as an advocate or represent individual employee or groups in meeting-and-conferring, negotiations, grievances, complaints, or other disputes with management; shall not encourage employees to join or elect a union; shall not advocate economic, political, public or social issues; shall not disrupt operations or otherwise injure the valid interests of UCDH and the University of California.

IV. STRUCTURE

A. Membership shall be automatic to all non-academic career staff employees of UCDH whose employment is fifty (50) percent or more with the exclusion of medical staff members (physicians).

B. Participation:

1. All Staff Assembly Executive Committee (SAEC) and General Assembly members who are in exclusively represented units may participate in all discussions and activities of the assembly except those concerning scope of representation (wages, hours, and other terms and conditions of employment).
2. Members who are in exclusively represented units may not hold chair or chair-elect positions of the SAEC, or any other committee that deals with issues within the scope of representation.
3. Three (3) unexcused absences from scheduled meetings may be reason for dismissal from the SAEC. The Chair, Secretary or presiding officer shall be notified of inability to attend.
4. Any member wishing to resign as a member during a term of office shall do so in writing to the Chair.

V. QUORUM

Fifty percent plus 1 (50%+1) of the SAEC present shall constitute a quorum for the transaction of business.

VI. MEETINGS

A. Frequency

1. General Staff Assembly shall meet as often as necessary, but not less than once per year. All members of Staff Assembly may attend meetings.
2. The SAEC shall meet as often as necessary, but not less than once per quarter, with a goal of meeting once per month. All members of the General Assembly and invited guests may attend SAEC meetings.
3. Emergency or special meetings shall be called by the chair at any time as necessary.

B. Rules of Order

The rules contained in "Roberts' Rules of Order" shall govern the Staff Assembly in all cases to which they are applicable insofar as they are not inconsistent with these bylaws.

C. Release Time

Participation in this organization shall be considered an official University function. Supervisors shall encourage and support release time for employees who wish to participate in Staff Assembly activities and/or meetings according to Guidelines for Relations with Employee Associations/Advisory Groups re-issued August 28, 1979 to UC Chancellors and Laboratory Directors by UC Office of the President. These guidelines continue to be applicable to the Council of UC Staff Assemblies and local campus Staff Assemblies. The guidelines provide that "management support of approved organizations may include ... allowing a reasonable amount of time on pay status to be devoted to legitimate association activities by officers and members."

VII. EXECUTIVE COMMITTEE (SAEC)

The SAEC of the UCDH SA shall include the Chair, Chair-Elect, Secretary, Communications Chair, Member Outreach and Engagement Chair, Finance Chair and Events Chair. In addition to the officers above, the SAEC shall include at least two (2) ex-officio members from the UCD Campus Staff Assembly and at least four (4) Chairperson(s) of a UCDH Employee Resource Group or their designated representative.

The Chair and Chair-Elect shall be filled by a staff member who is not exclusively represented by a bargaining unit in accordance with UCD Campus Staff Assembly and CUCSA Bylaws.

Staff Assembly members shall elect the Executive Committee from within its own membership. SAEC members must be members and staff in good standing.

A. General Functions

1. To elect officers and nominate standing committee chairs.
2. At the request of the Vice Chancellor of Human Health Sciences and Chief Executive Officer for UC Davis Health or their representative, to provide input as a Committee or nominate staff employees for service on administrative committees or sub-committees. Such nominations shall be reported to the general membership at the next regular meeting of the Assembly.
3. To receive suggestions from staff employees regarding subjects for the UCDHSA's consideration and recommendation, and then to refer such suggestions to the appropriate standing committees for

the review, evaluation, and formal recommendations as to action (if any).

4. To establish standing committees charged with specific functions to help promote the welfare and interests of UCDH and its employees. At the request of any standing committee, to augment its membership on a temporary basis so that a subcommittee may be formed to fulfill specific, short-term assignment under the direction of the main committee.
5. To submit recommendations of standing committees to vote of the membership or refer them to proper UCDH or University authority for consideration and action, as SAEC shall deem appropriate.
6. To hold no fewer than one (1) meeting per quarter of the SAEC and no fewer than one (1) meeting per year with the general assembly.
7. To interact with UCD Campus Staff Assembly either through representation or joint assemblage during the year.
8. To act, with respect to all matters affecting the general membership in their best interest.
9. To create subcommittees, independent of standing committees, to perform specific functions as circumstances may require.
10. No member(s) shall act independently on behalf of UCDH SA without prior approval of SAEC.
11. To sit on at least one (1) standing committee.

B. Election of Officers

SAEC member representation is achieved through recommendation from UCDH Executive Leadership members, self-nomination by the candidate or nomination by another member of UCDH SA.

1. Officer election shall be coordinated and supervised by the Member and Engagement Chair in accordance with the UCDH SA Bylaws.
2. Candidates shall be nominated based on their qualifications, interest, abilities, and knowledge of subjects pertaining to staff affairs. Ability to serve, with approval of their supervisor should be considered.
3. A vote shall be taken of SAEC. The selection will be determined by majority vote.

4. Final acceptance of the candidate and appointment will be made by the Vice Chancellor of Human Health Sciences and Chief Executive Officer, UC Davis Health.

An ex-officio member may be appointed by the Chief Human Resource Officer, to serve as counsel to SAEC and as an advisor on matters which may involve human resources issues.

Any person appointed to fill a vacancy on SAEC shall complete the remainder of the term of that vacancy. All vacancies shall be filled by the election in the spring following the occurrence of vacancy. Vacancies shall be filled to assure continued SAEC representation.

C. Duties

The SAEC will vote on any action items on behalf of the UCDH Staff Assembly. All SAEC members are required to volunteer for a minimum of two (2) events per year hosted by UCDH SA.

1. Chair

- a. Shall preside at all meetings of the UCDH SA.
- b. Shall call emergency or special meetings of the general assembly as circumstances may warrant.
- c. Shall act as the official representative of the UCDH SA for purposes of communication with campus administrative officers, other campus organizations and their officers, and news media; and as a campus representative to the Council of UC Staff Assemblies.
- d. Shall, at the request of the Chancellor or Vice Chancellor of Human Health Sciences, nominate staff employees for service on administrative committees. Such nominations shall be reported to the general membership. Nominations shall be coordinated by the chair with SAEC consultation.
- e. Shall have primary responsibility for assigning and supervising the workload of the UCDH SA elected officers.
- f. Shall serve as an ex-officio member for one-year after the term expires.
- g. Shall serve as a rotating delegate for UC Davis' Council of UC Staff Assemblies (CUCSA) for two years. Rotation of delegate will be from junior delegate to senior delegate or vice versa.
- h. Shall serve as the primary liaison of the UCDH SA and partner to the UC Davis Staff Assembly.

- i. Shall delegate any of the above duties as appropriate.
- j. Should the appointee be unable to perform these duties the SAEC shall select another of their number to perform the duties.

2. Chair-Elect

- a. Shall perform the duties of the Chair, as circumstances may require, during the absence of the Chair.
- b. Shall automatically succeed the Chair at the end of their term. If a vacancy occurs in the office of the Chair, the Chair-Elect shall automatically succeed for the remainder of the term plus one year.
- c. Shall perform other duties as requested by the Chair, including participating in various meeting and processes to learn the duties required of the Chair.
- d. Shall appoint members and the chairperson for the various standing committees and sub-committees of the UCDH SA.
- e. Shall serve as the secondary liaison of the UCDH SA and partner to the UC Davis Staff Assembly.
- f. Shall perform other duties as assigned by the Chair.
- g. Should the appointee be unable to perform these duties the SAEC shall select another of their number to perform the duties.

3. Secretary

- a. This officer position shall consist of two (2) members, Secretary and Secretary-Elect. They will back up each other duties during 2-year office term – year one as Secretary-Elect and year two as Secretary.
- b. If a vacancy occurs in a position, the remaining officer shall automatically succeed as Secretary for the remainder of the term and a special election may be held for the Secretary-Elect position.
- c. Under the direction and guidance from the Chair, provide administrative support for UCDH SA.
- d. Shall organize, prepare and disseminate information related to UCDH SA General Assembly and SAEC meetings – including meeting material(s) preparations, meeting minutes and distribution of announcements to the listserv.

- e. Shall assist the SAEC with volunteer recruitment, maintain a record of all actions and decisions in accordance with UCDHSA and University requirements.
- f. Shall work with the SAEC to review and maintain bylaws annually and ensure UCDH SA adheres to the bylaws.
- g. Shall receive petitions for the nomination of officers and ballots of the general membership and shall otherwise assist in the conduct of the elections process.
- h. Shall assist the Chair and Chair-Elect in developing the UCDH SA annual report of activities.
- i. Shall maintain an inventory of all UCDH SA supplies, TGFS supplies, signage, meeting supplies and prizes or other gift items.
- j. Shall perform other duties as assigned by the Chair.
- k. Should the appointee be unable to perform these duties the SAEC shall select another of their number to perform the duties.

4. Communications Chair

- a. This officer position shall consist of two (2) members, Communications Chair and Communications Chair-Elect. They will back up each other duties during 2-year office term – year one as Communications Chair-Elect and year two as Communications Chair.
- b. If a vacancy occurs in a position, the remaining officer shall automatically succeed as Communications Chair for the remainder of the term and a special election may be held for the Communications Chair-Elect position.
- c. Shall provide input and direction for all UCDH SA communication programs and work closely with the SAEC on communications related to activities.
- d. Shall maintain UCDH SA's website as well as any social media channels (e.g., Facebook) on a regular basis, using content from various sources (e.g., Staff Assembly's newsletter, UCOP newsletters, *Dateline*) as appropriate.
- e. Shall assist in publicizing and reporting on UCDH SA programs, events, accomplishments, and issues relevant to staff.
- f. Shall issue announcements and/or other information to appropriate media outlets, such as the *Insider*, Staff Voice Newsletter and *Dateline*.

- g. Shall serve as the tertiary liaison of the UCDH SA and partner to the UC Davis Staff Assembly.
- h. Shall perform other duties as assigned by the Chair.
- i. Should the appointee be unable to perform these duties the SAEC shall select another of their number to perform the duties.

5. Member Outreach and Engagement Chair

- a. This officer position shall consist of two (2) members, Member Outreach and Engagement Chair and Outreach and Engagement Chair-Elect. They will back up each other duties during 2-year office term – year one as Outreach and Engagement Chair-Elect and year two as Communications Chair.
- b. If a vacancy occurs in a position, the remaining officer shall automatically succeed as Member Outreach and Engagement Chair for the remainder of the term and a special election may be held for the Outreach and Engagement Chair-Elect position.
- c. Shall recruit members and volunteers to UCDH SA in an active manner, by such means as are deemed appropriate.
- d. Shall evaluate the qualifications of potential SAEC nominees and recommend appointments to the Chair and Chair-Elect.
- e. Shall oversee the officer election process in accordance with the UCDH SA Bylaws.
- f. Shall secure confirmation from potential nominees of their willingness to serve and Supervisor/Manager support of membership.
- g. Shall coordinate events and initiatives to promote member engagement, including but not limited to: Breakfast with the Chancellor and Leadership events, TGFS staff appreciation event and the Diversity Excellence Awards event.
- h. Shall facilitate UCDH SA involvement for tabling and information sharing, including but not limited to: New Employee Welcome, Health and Wellness activities, Training & Development activities and other activities in connection with Human Resources.
- i. Shall develop and execute a membership engagement plan with other UCDH SA officers.
- j. Shall perform other duties as assigned by the Chair.

- k. Should the appointee be unable to perform these duties the SAEC shall select another of their number to perform the duties.

6. Finance Chair

- a. This officer position shall consist of two (2) members, Finance Chair and Finance Chair-Elect. They will back up each other duties during 2-year office term – year one as Finance Chair-Elect and year two as Finance Chair.
- b. If a vacancy occurs in a position, the remaining officer shall automatically succeed as Finance Chair for the remainder of the term and a special election may be held for the Finance Chair-Elect position.
- c. Shall review and reconcile financial transactions and disbursements monthly.
- d. Shall prepare monthly expense report and annual end-of-year report for the SAEC for annual allocation.
- e. Shall prepare the annual operating budget and next fiscal year proposed budget based on anticipated expenditures and present them to the SAEC.
- f. Shall coordinate the funding needs of various UCDH SA committees, staff scholarships and/or awards, as applicable and appropriate.
- g. Shall serve as a liaison to UCDH SA's financial account managers in Human Resources and will meet quarterly with financial account managers, or as deemed necessary, to review and reconcile accounts.
- h. Shall perform other duties as assigned by the Chair.
- i. Should the appointee be unable to perform these duties the SAEC shall select another of their number to perform the duties.

7. Events Chair

- a. This Board position shall consist of two (2) positions, Events Chair and Events Chair-Elect. They will back up each other duties during 2-year office term – year one as Events Chair-Elect and year two as Events Chair.
- b. If a vacancy occurs in a position, the remaining officer shall automatically succeed as Events Chair for the remainder of the term and a special election may be held for the Events Chair-Elect position.

- c. Shall coordinate events and special projects that improve staff morale and engagement as well as bring visibility to UCDH SA (including events co-sponsored with other campus organizations/groups). Some events may also yield funds for future endeavors (i.e. Thank Goodness for Staff event proceeds that support Staff Awards, Staff and Staff Dependent Scholarships),
- d. Shall recruit and provide support to the respective sub-committee chairs managing organizational and fundraising events.
- e. Shall work with the Finance Chair on event funding/budgets, the Communications Chair and the Member Outreach and Engagement Chair on event marketing materials and messaging.
- f. Shall perform other duties as assigned by the Chair.
- g. Should the appointee be unable to perform these duties the SAEC shall select another of their number to perform the duties.

8. Past Chair

- a. Shall serve as an ex-officio member for one year after the Chair term expires.
- b. Shall serve as a mentor to new SAEC members.
- c. Shall continue to serve on all special committee/task force representation assumed while in service as Chair or until relieved by present Chair.
- d. Shall perform other duties as assigned by the Chair.
- e. Should the appointee be unable to perform these duties the SAEC shall select another of their number to perform the duties.

D. Term of Office

1. The regular term of office for each member of the SAEC shall be two (2) years, commencing on July 1 immediately following the election. The exception is for the members serving as Chair, Chair-Elect and Past Chair. The individual elected to the position of Chair-Elect shall serve a total of three years – year one as Chair-Elect, year two as Chair and year three as Past Chair.
2. Should and SAEC member be unable to complete the term of office, the Chair shall appoint an interim member to fill the vacancy. The term of office for that interim member on the SAEC shall be the end date of the original SAEC member's term.

3. A special election will be conducted as soon as reasonably possible to fill the Chair-Elect position if 1) the Chair-Elect resigns or 2) the Chair reassigns their position.
4. Any person appointed to fill a vacancy on SAEC shall complete the remainder of the term of that vacancy. All vacancies shall be filled by the election in the spring following the occurrence of vacancy.
5. In the event of re-election of an Officer position the maximum term allowed for any officer position is three years, except for the Chair and Chair-Elect.

E. Conflict of Resolution

Should a conflict arise between members of the SAEC that impacts the purpose and functioning of UCDH SA, the following informal steps shall be carried out to resolve the conflict:

1. The parties involved shall confer with the Chair and Chair-Elect to negotiate solutions, with the Chair making the final determination. If the conflict is not resolved, the parties move to Step 2. If the conflict involves the Chair and/or Chair-Elect the process will begin at Step 2.
2. The parties involved are encouraged to consult with an Ombudsperson to see advice. If the conflict cannot be resolved by the Ombudsperson, the parties will follow the formal complaint resolution process outlined in PPSM-70.
3. The parties shall be expected to maintain professionalism and confidentially throughout the informal conflict resolution process.

F. Removal from the SAEC

Any member of the SAEC may be asked to resign or be removed from office by a majority vote of no confidence by the SAEC. Vacancies (except in the case of the Chair-Elect) shall be filled by the Chair. The term of office for that interim member of the SAEC shall be the end date of the original SAEC members' term.

VIII. GENERAL ASSEMBLY

- A. Composition: All UC Davis Health staff are members of the General Assembly.
- B. Voting Members of the General Assembly: Any staff member who actively attends General Assembly meetings and actively participates in UCDH SA events will be granted voting rights after showing regular attendance and dedication to the advancement of Staff Assembly initiatives.
- C. Responsibilities of Voting Members

1. To nominate officers for the Staff Assembly Executive Committee (SAEC).
2. To receive suggestions from staff employees regarding subjects for the SAEC consideration and recommendation, and then to refer such suggestions to the appropriate standing committee for review, evaluation, and formal recommendation as to SAEC for action (if any).
3. To act, with respect to all matters affecting the general membership, in their best interest.
4. To assist the membership chair (Member Outreach and Engagement) as necessary for the following purposes:
 - a) At the request of any standing committee, to augment its membership on a temporary basis so that an ad-hoc task force may be formed to fulfill a specific, short-term assignment under the direction of the main committee.
 - b) To create ad-hoc committees, independent of standing committees, to perform specific functions as circumstances may require.
 - c) When gross violations of the Bylaws of the Staff Assembly are found to have occurred in the conduct of an election, to invalidate results of the first election and order another to be conducted.
 - d) To act in cooperation with the UC Davis Campus Staff Assembly.

IX. CHAIRS OF UCDH SA STANDING AND SUB-COMMITTEES AND UCDH SA REPRESENTATIVE TO CAMPUS COMMITTEE DUTIES

- A. Attend all required meetings: Staff Assembly, individual committee, campus committee, and any other meetings necessary or requested by the Chair and/or Chair-Elect.
- B. Recruit members for committees.
- C. Ensure meeting notes for Staff Assembly and/or campus committee meetings are taken and distributed to the Staff (Assembly) Coordinator.
- D. Serve as an advocate for Staff Assembly and campus committee.
- E. Provide and submit committee updates quarterly to the Communications Chair.
- F. Provide key point summary reports at meetings as requested.
- G. Relay information from Staff Assembly to committee.

H. Gather information, analyze, and provide recommendations on issues as requested by the Staff Assembly.

I. Perform other duties upon Staff Assembly request.

X. STANDING COMMITTEES, SPECIAL COMMITTEES AND AD-HOC TASK FORCES

A. General Organization and Operation

1. Creation of Standing and Special Committees: Various standing and special committees can be established to support the Staff Assembly under the following procedures:
 - a) The SAEC shall establish standing and special committees as needed to support the UCDH SA in its purpose and objectives.
 - b) Standing committees can be established or dissolved by a two-thirds vote of the voting members of the SAEC.
2. Appointment and Membership: Members of standing committees shall be selected from the membership of the UCDH SA on the basis of their prior experience, interest, knowledge, and abilities, as evaluated with specific reference to the duties of the committees on which they are to serve.
 - a) The committee chair shall be appointed by the Chair or Chair-Elect of UCDH Staff Assembly.
 - b) The committee members are appointed by the Committee Chair.
 - c) Committee Chairs must maintain a list of members.
3. Function

The specific duties of standing committees shall be as described in their respective charge. The following functions shall be common to all:

- a) On their own initiative or at the request of the SAEC and/or General Assembly, to consider and develop recommendations upon matters within the scope of their respective charges.
- b) To transmit their recommendations regarding actions to the SAEC and General Assembly.
- c) To perform specific operational tasks as assigned by these Bylaws or, on an ad-hoc basis, by the SAEC.

- d) To submit to the SAEC, a report of their activities since the preceding July 1; committees shall present negative reports if no activities have been undertaken.

B. Appointments

1. Regular (voting) members of standing committees shall be selected from the membership of the Assembly based on their prior experience, interest, knowledge, and abilities, as evaluated with specific reference to the duties of the committees on which they are to serve. One member should be designated to serve as each committee's chair.
2. Upon the request of the standing committee, SAEC shall appoint on an ad-hoc basis, as many persons as may be required to form one or more task forces for the purposes of accomplishing specific objectives formulated by the standing committee concerned and communicated to SAEC in writing at the time of appointment if such a task force is requested.
 - a) Such appointments shall be made from lists of persons recommended by the elected officers based on the same considerations as apply to selection of regular committee members.
 - b) Such ad-hoc appointees shall not be voting members of the main committees under whose direction they serve.

C. Term of Office

1. Regular members of standing committees will serve a one (1) year term.
2. Ad-hoc appointments shall terminate automatically upon accomplishment of the objective assigned to the task force in question or, in any case, no later than one year after their effective dates.

D. Functions

The specific duties of standing committees shall be described in their respective charges; the following general functions shall be common to all:

1. To consider and develop recommendations upon matters within the scope of their respective charges on their own initiative, or at the request of SAEC.
2. To transmit their recommendations to SAEC for approval.
3. No standing committee or subcommittee shall act independently of SAEC.

4. To perform specific operational tasks as assigned by these Bylaws or, on an ad-hoc basis, by SAEC.
5. To submit to SAEC at the May meeting a report of their activities since the preceding July 1. Committees shall present negative reports if no activities have been undertaken. These reports shall be retained by SAEC for a minimum of five (5) years.

E. Procedural Requirements

1. Each standing committee shall hold an organizational meeting. At such a meeting, each committee shall accomplish the following:
 - a) Select a Recorder.
 - b) Provisionally identify its objectives for the coming year and determine their relative priorities.
 - c) Establish a regular schedule for its meetings.
2. Progress reports on committee activities shall be provided to SAEC at each regularly scheduled meeting.
3. Records shall be kept and made available to the new Chair of the standing committee at the beginning of each fiscal year.

F. Communications Committee

1. This committee shall consist of at least three (3) but no more than six (6) members.
2. This committee shall be Chaired by the Communications Officer.
3. This committee shall be responsible for communicating what UCDH SA's mission is to health system through various communication vehicles including media outlets through Public Affairs and Marketing.

G. Elections/Membership Committee

1. This committee shall consist of at least three (3) but no more than five (5) members.
2. This committee shall be Chaired by the Member Outreach and Engagement Officer.
3. This committee shall conduct the annual election of officers as well as oversee membership on an on-going basis. SAEC shall be notified of the annual election process during the February meeting. The actual

election shall be held during the March SAEC meeting, to grant successful candidates enough time to accept or decline positions, in time for the new fiscal year.

a. Elections

1. Shall supervise the election of officers in accordance with the Bylaws of the UCDH SA, assuring that the Chair and Chair-Elect positions are not from exclusively represented bargaining units.
2. Notify ALL SAEC members in writing that an election will be held at the March meeting to assure maximum attendance.
3. Verbal and/or written presentations are optional on why the nominee is the best candidate.
4. Communicate election results during the April meeting of SAEC. The general membership of the Assembly shall be notified of the results.
5. Assure that all documents and records pertaining to the conduct of each election are retained in secure storage for the period prescribed.
6. Shall distribute and receive petitions for the nomination of officers.

b. Membership

1. Shall conduct a detailed analysis of how long each member has served before the March meeting to determine the number of available seats on SAEC for the new fiscal year.
2. Shall send a thank you memo to members whose term will expire at the end of the current fiscal year as a reminder.
3. Assure that enough members have been nominated to assure proportional representation. If this is not the case, the committee will begin an immediate search for potential candidates before the new fiscal year begins.
4. When a vacant position becomes available during the fiscal year, the committee shall conduct a search for a new member.

5. Once a candidate is identified, the committee shall present the information to SAEC requiring a majority vote to make the nomination official.
6. Shall notify the Vice Chancellor of Human Health Sciences so a letter of appointment may be generated.

H. Events Committee

1. Membership shall consist of at least three (3) members.
2. This committee shall be Chaired by the Events Officer.
3. This committee shall assume responsibility for all UCDH SA events.
4. This committee shall propose a calendar of events annually.
5. This committee shall work closely with the Communications Committee in all areas of publicity.
6. A database shall be set up for potential volunteers and maintained by an assigned member of the Events Committee. The Chair will be responsible for insuring the integrity and location of this list in soft and hard copy format.
7. 6. When the members of the committee come to an agreement for any new event, a presentation will be made to SAEC for approval and implementation.

I. Work Life Issues Committee

1. This committee shall consist of five (5) members, not from exclusively represented bargaining units. A quorum shall be three (3).
2. This committee shall be Chaired by the Chair-Elect.
3. This committee shall study and develop recommendations and respond to appropriate parties concerning any matter of interest to staff personnel in their capacities as University employees. The scope of this committee's concern shall include, but not be necessarily be limited to, the following:
 - a) Personnel policies (e.g., those respecting job classification, salaries and wages, layoffs, training).
 - b) Educational goals of staff employees and means of achieving them.

- c) Working conditions, including on-the-job safety.
- d) Affirmative action and diversity programs.

XI. LEGISLATION AND AMENDMENTS

1. The Bylaws and other official publications of the UCDH SA may be added to, amended, or repealed only by a majority vote of the SAEC responding online to a call.
2. No proposal relating to introduction, amendment, or repeal of (Staff) Assembly legislation may be presented for vote unless the proposal had previously been reviewed by the SAEC.
3. The SAEC shall not take final action on the introduction, amendment, or repeal of legislation until the online ballot has been open for at least 10 business days.
 - a) Copies of proposed legislation shall be available to the general membership for reference in the Office of the Vice Chancellor of Human Health Sciences at least ten (10) working days prior to opening any online ballot.
 - b) Notification and copies of proposed legislation shall be made available in electronic form accessible from any online ballot.
 - c) Voting on proposed legislation shall be open for a period of 10 business days.
4. Assembly legislation shall be effective immediately upon adoption unless contrary provisions are included therein.

Presented by the UC Davis Health Staff Assembly Chair on July 30, 2021.

Approved by the Staff Assembly Executive Committee on July 30, 2021.