



Staff ADVISORY COUNCIL

OSU STAFF ADVISORY COUNCIL MINUTES

May 13, 2015 – 412 SU

"The council that's working for you."

Guests: Joe Weaver, Sr Vice-President Administration & Finance; Dr. Kathryn Gage, Interim Executive Director, VP Student Affairs; Jamie Payne, Assistant VP of Admin and Finance (HR); Chief Michael Robinson, Chief Public Safety Officer; Latricia Snider and Lorinda Schrammel, Human Resources; Mary Talley, Department of Wellness; Tara Roberson-Moore, Fire Protection Publications; and Phil Thomas, Long Range Facility Planning

Sue Goad, Vice Chair, called the meeting to order at 1:23 pm and the roll call was completed.

Approval of Minutes: The April 8, 2015 minutes were approved as presented.

Approval of Agenda: The agenda was amended to move the PB&B Committee special guest speakers to after the Executive Update. The agenda was approved as amended.

Guest Speakers:

Joe Weaver, Sr. VP, Administration & Finance, noted that prospective new freshman have been visiting campus; enrollment is up and retention is improving; it is expected that there will be budget cuts at the state level for Higher Education; and construction of new buildings on campus is underway with a new parking garage slated to be completed by this time next year and a traffic light will be installed soon at corner of Cleveland and Hall of Fame. VP Weaver also thanked the Council members for their commitment to SAC.

Dr. Kathryn Gage, Interim Executive Director, VPSA and Chief Michael Robinson, Chief Public Safety Officer, each discussed the importance of supporting Administration's stance on not allowing guns on campus. The Council members voted to approve the Guns on College Campuses Resolution as presented by the PB&B Committee. (Attached)

Treasurer's Report: **Donna Whitmore** presented the Treasurer's report. Report attached.

Branch Campus Reports

OSU-Tulsa/CHS: No Report.

OSU-OKC: Mickey Fuller (provided via email)

- OSU-OKC Staff Council Nominations are in full force as we look forward to representative participation reflective of the organization changes and "bi-laws" we have worked on this term.
- OSU-OKC "Family Night @ the Ballpark" at the OKC Dodgers has been scheduled for June 5th.
- OSU-OKC is hosting a "Relay for Life" event from 6:00 pm to midnight on June 5th raising money for the American Cancer Society.
- The New Allied Health Building "Ground Breaking" took place indoors due to the rain we received last week. There were close to 200 in attendance and it was a Huge Success!
- OSU-OKC Graduation took place Monday night and close to 500 graduates walked across the stage.

OSUIT-Okmulgee: Claudette Butcher – No Report

Report of Standing Committees

Rules & Procedures: Melanie Bayles

Melanie reported on the outcome of the election and there are still several vacancies. She provided the Secretary with the official election results (attached) and noted that 161 people voted.

Policies, Benefits, and Budget: Meghann O'Harrah

Meghann discussed the PB&B recommendation on Maternity/Paternity verbiage (attached). It will be voted on at the June meeting. She also noted that the committee will be bringing forth a recommendation in June requesting a review of the verbiage of OSU Policy 3-0331 *Collections, Deposit, and Control of Cash or Checks Received in the Name of Oklahoma State University* Section 1.03 which requires employees handling cash 'to take annual leave each year in a manner that at least five continuous working days be taken at one time'.

Public Relations: Ray Catalino

Ray reported about 12 vendors have signed up for the Staff Celebration. Ray recommended going forward that SAC consider providing SAC shirts without names and supplying name tags to the individual members. SAC Facebook pages has 44 likes and the committee is considering easy/efficient ways to populate Facebook with SAC communication items. The website is up to date. Ray has scheduled a photographer to be at the June meeting so that the website will have standardized pictures.

Awards & Recognition: Jennifer Craig

Jennifer reported the sign-up sheet for volunteers to help at the Staff Celebration was being passed around. The committee has been working with the vendors. Mickey will send an invitation to the new members inviting them to help at the event.

Fund Raising (Special Committee): Jovette Dew

Jovette noted she had additional parking raffle tickets and fliers. Donations for the door prize drawing are minimal due to the <\$10 donation limitation.

Report of University Committees

Faculty Council Report: Sue Goad reported that President Hargis discussed potential cuts due to the State's budget deficit.

Department of Wellness: Mary Talley, Manager, Wellness Center, went over the Wellness handout (attached).

Officer's Reports

Secretary's Report: Mickey Gregg noted that the Standing Committee annual reports will be due for the June 10 meeting. She reiterated that pictures will also be taken at the June 10 training meeting.

Vice Chair's Report: Sue Goad reported the Scholarship committee will be meeting to select the 2015-16 scholarship recipients.

Chair's Report: Nathan Moorman – No Report

Unfinished Business - None

New Business

Melanie Bayles, Rules and Procedures Chair lead the discussion regarding the changes to the Constitution and Bylaws. A motion was made and passed that the Constitution be sent to Staff after the suggested minor revisions are made and legal counsel has reviewed the document. The Bylaws will be voted on by SAC if the Staff approves the change to the Constitution.

Announcements - SAC Staff Celebration Picnic & Parking Space Raffle Drawing will be on Thursday, May 21 and the June Training & Meeting will be on June 10 @ noon in the ITLE Conference Room.

The meeting was adjourned at 3:19 pm.

Respectfully submitted,

Mickey Gregg

Staff Advisory Council 2014-15

ATTENDANCE REPORT

		J U N	J U L	A U G	S E P	O C T	N O V	D E C	J A N	F E B	M A R	A P R	M A Y	J U N	TOTAL ABSENCES
EXEMPT															
1	Andy Adsit	X	A	A	X	X	X	X	X	X	X	X	X		2
2	Kathie Tanner	X	X	X	A	A	X	Resigned 11/14							2
	Jenny Gililand	-	-	-	-	-	-	X	X	X	X	X			
3	Sherry Stanley	X	X	X	X	X	A	X	A	Resigned 1/15					2
4	Melanie Bayles	X	X	X	X	X	X	X	A	X	X	X	X		1
5	John Stephens	X	X	X	A	X	X	X	A	X	X	X	X		2
6	Ray Catalino	X	X	X	X	A	X	X	X	X	X	X	X		1
7	Terrin Williams	X	X	X	X	A	X	X	A	Resigned 2/15					2
	David Schaap	-	-	-	-	-	-	-	-	-	-	X	X		
8	Jim Gardner	X	X	X	X	Resigned 9/14									
	Drew Hill	-	-	-	-	-	X	X	A	X	X	X			1
9	Margaret Denzler	X	X	A	X	X	A	A	A	Resigned 2/15					4
NON-EXEMPT															
10	Darlene Croci	X	X	X	X	X	X	X	X	X	X	X	X		
11	Teresa Duston	X	X	X	X	X	X	X	X	X	X	A	X		1
12	Meghann O'Harrah	X	X	X	X	X	X	X	X	X	X	X	X		
13	Shelley Potter	X	A	A	X	X	X	X	A	X	X	X	X		3
14	Emily Snow	A	A	Resigned 8/14											2
	Michelle Chitwood	-	-	-	X	X	X	X	X	X	X	X	X		
15	Aaron Moore	-	-	-	X	X	X	X	X	X	A	X	X		1
16	Nathan Moorman	X	X	X	X	X	X	X	X	X	X	X	A		1
17	Donna Whitmore	A	X	X	X	A	X	X	X	X	X	X	X		2
18	Jennifer Craig	X	A	X	X	X	X	X	X	X	X	X	X		1
AT-LARGE															
19	Mickey Gregg	X	X	X	X	X	X	A	X	X	X	A	X		2
20	Sue Goad	X	A	X	X	X	X	X	X	A	X	X	X		2
21	Stephen Meyer	X	A	X	X	X	X	X	A	X	X	X	X		2
22	Matt Davis	A	Resigned 7/14									X			1
	Josh Barnard	-	X	X	X	X	X	X	X	X	A	X	X		1
23	Shelby Sanders	A	X	X	X	X	X	A	X	X	X	X	X		2
24	Beth Petrashek	X	X	A	X	Resigned 9/14									1
	Joseph Dunnigan	-	-	-	-	X	A	X	X	X	X	X	X		1
25	Victoria Windiate	X	X	X	X	X	X	X	X	X	X	X	X		
26	Jovette Dew	X	X	X	X	X	X	X	X	A	X	X	X		1
27	Toby Tucker	X	X	X	X	X	X	X	X	X	X	X	X		

**OSU Staff Advisory Council
Treasurer's Report
April 30, 2015**

SAC MAINTENANCE ACCOUNT (April Report)

	TOTAL
Balance Forward 7/1/14	\$6,772.17
General Fund Salary	9,300.00
Gen Fund Benefit Alloc	4,431.85
Gen Fund Maint Alloc	41,793.00
TOTAL REVENUES	62,297.02
EXPENSES	
Distinguished Svc Awards	15,006.81
Service Awards	361.65
Staff Appreciation Day	-
SAC Shirts	159.81
Office Supplies	4.50
Fundraising Supplies	-
Training Lunch in June	-
End of Year Plaquest	-
TOTAL EXPENSES	15,528.27
ACCOUNT TOTAL	\$46,768.75

SAC FUNDRAISING ACCOUNTS

	TOTAL
INCOME	
Balance Forward	\$8,218.35
Homecoming Fundraiser	1,054.00
SAC Awards Catalog	30,000.00
Staff Parking Space Fundraiser	-
SAC Celebration Vendor Tables	25.00
TOTAL REVENUES	39,297.35
EXPENSES	
Parking Raffle	-
SAC Awards Catalog (MTM)	\$15,902.72
TOTAL EXPENSES	15,902.72
ACCOUNT TOTAL	\$23,394.63

**Funds Deposited with OSU Foundation
March 31, 2015**

OSU STAFF SCHOLARSHIP FUND

Cash	
Balance Forward 7/01/14	\$0.00
Fiscal Year to Date Activity	6,190.00
Balance	6,190.00
Endowment	
Balance Forward 7/01/14	115,200.86
Fiscal Year to Date Activity	(\$7,662.21)
Balance	107,538.65
ACCOUNT TOTAL	\$113,728.65

OSU STAFF PROFESSIONAL DEVELOPMENT FUND

Cash	
Balance Forward 7/01/14	\$625.00
Fiscal Year to Date Activity	-
Balance	625.00
ACCOUNT TOTAL	\$625.00

Oklahoma State University Staff Advisory Council

Guns on College Campuses

May 13th, 2015

WHEREAS, the indefinite and unproven benefits of the carrying of firearms by faculty, staff or students can be clearly contrasted with the potential risks for accidental and intentional misuse of weapons in the environment of a college campus; and

WHEREAS, the safety and security of an entire campus community outweigh the needs of the individual implicit in the definition of self-defense; and

WHEREAS, the policies of the university that provide safety to all of its constituencies, and the specific actions of its security team could be severely compromised by untrained and uncoordinated individual action for which the institution would bear the ultimate responsibility;

THEREFORE, BE IT RESOLVED that the members of the Oklahoma State University Staff Advisory Council support the current policy regulating weapons, firearms, ammunition, fireworks, explosives, and dangerous chemicals, and oppose any policy that would allow the carrying of any firearms, especially handguns, by faculty, staff or students on college campuses.

Nathan Moorman

Staff Advisory Chair

Accepted by Staff Advisory Council on May 13, 2015



"The Council that's working for you."

SAC 2015 Election Results

The following election results are hereby provided to the full membership of the OSU Staff Advisory Council on May 13, 2015. The committee members of the Rules and Procedures Committee by their signature certify to the results as stated.

Exempt Three Year Term (2015-2018)

Jenny Gililland	Facilities Management (Incumbent)
Karissa Lowe	Dept. of Wellness
Laura Emerson	CEAT Student Services

Non-Exempt Three Year Term (2015-2018)

Stephen Meyer	Parking & Transportation (Incumbent)
Sue Goad	COE (Incumbent)
Seat 3	no nominees

Non-Exempt Two Year Term (2015-2017)

Seat 1	no nominees
Seat 2	no nominees

At-Large Three Year Term (2015-2018)

Teresa Duston	IT (Incumbent)
Tara Roberson-Moore	Fire Protection Publications
Jessica O'Daniel	Undergraduate Admissions

Signatures:

Melanie Bayles, chair Melanie B. Bayles

Drew Hill Drew Hill

Jenny Gililland Jenny Gililland

Recommendation No. 150513PBB-37

Moved By: Policy, Budget, & Benefits Committee

Seconded By:

Passed Tabled Failed

Title: OSU Sick Leave Policy Update (Maternity/Paternity Leave)

The Staff Advisory Council Recommends to President Hargis that:

The proposed revisions to the OSU Sick Leave for Staff Policy 3-0716 and Family Medical Leave Act Policy 3-0708 as presented to the Staff Advisory Council on May 13, 2015, be accepted and placed into record.

Rationale:

Oklahoma State University's Sick Leave and FMLA policy in regard to Maternity/Paternity Leave currently contradict the University's Leave Without Pay policy by allowing employees to take leave without pay when they have not exhausted all leave balances. The current Sick Leave and FMLA policies also lack specific detail when addressing how an employee should use leave in an FMLA qualifying event.

Proposed revisions to Section 3.1, 3.3, and 3.8 in the Sick Leave policy (Appendix A) and Sections 3.07 and 3.08 in the FMLA policy (Appendix B) would require an employee to exhaust all accumulated paid leave before using unpaid FMLA leave. Additionally, the attached policy amendments would allow an employee with an FMLA qualifying event to use sick leave for the entirety of the FMLA leave or until all leave has been exhausted. The proposed revisions would clarify the Sick Leave and FMLA policies and add consistency between those and the Leave Without Pay policy. The proposed revisions have been copied in part from Cameron University's Sick Leave and FMLA policies which were updated and approved by The University of Oklahoma Board of Regents during the June 23, 2014 through June 25, 2014 regular meeting.

Appendix A:

Oklahoma State University Policy and Procedures

SICK LEAVE FOR STAFF	3-0716 ADMINISTRATION & FINANCE
----------------------	------------------------------------

PURPOSE

- 1.1 An integral part of the staff program for the University is a uniform plan providing for short term illness or disability for staff. This policy statement is intended to provide a uniform sick leave policy for staff personnel of the University.
- 1.2 Benefits and provisions under this Sick Leave policy are to be in coordination with appropriate provisions of policies covering Workers' Compensation, Family and Medical Leave Act, and Long-Term Disability.
- 1.3 It is the policy of Oklahoma State University to comply with all state and federal regulations. In the event of conflict, the actual regulations issued by the federal or state government shall prevail.

SCOPE

- 2.1 This policy applies to all OSU campuses and any other locations where business of the University is conducted.
 - A. Campuses separate from the main location in Stillwater may request modification of specific provisions of this policy.
 - B. Exceptions must be recommended by the appropriate Vice President and approved by the President. Notice of changes should be filed with the Office of OSU Human Resources to ensure proper payroll processing.
- 2.2 Provisions of this policy apply to staff employees with continuous assignments of at least six months and equivalent time worked of .5 FTE (full time equivalency). No time off with pay is accorded employees classified in the Human Resource System with student or temporary titles or classified as part-time employees of less than .5 FTE.

POLICIES AND PROCEDURES

Appendix A:

3.1 Sick Leave Plan

- A. Sick leave is defined for the purpose of this policy as absence from ~~assigned duty with pay, such absence resulting from an illness or disabling injury which is expected to continue for less than six calendar months or such absence resulting from the medical requirement and care for a qualifying family member who is ill or incapacitated.~~

a regular work schedule caused by personal illness or temporary disability or by the sickness or temporary disability of a member of the immediate family.

- B. Sick leave is not intended for or to be used as "vacation time" or other absence from work, except as defined within this policy.
- C. Staff with at least .5 FTE but less than 1.0 FTE are eligible to take sick leave in proportion to actual FTE prior to leave, subject to other provisions of this policy.
- D. No payment shall be made at any time for unused sick leave.
- E. Staff who transfer from one department to another department within the OSU System will take with them the balance of unused accumulated sick leave.
- F. Staff who terminate employment with the OSU System shall forfeit all unused sick leave.
- G. If an employee terminates and then is reemployed by the OSU System within six months, the department head may authorize reinstatement of prior sick leave accumulations up to a maximum of 80 hours.
- H. An appointment ending date on record at the inception of an illness or disability will supersede any Leave Without Pay, Return from Leave, or Job Guarantee considerations in this policy.

3.2 Sick Leave Accrual

- A. Staff employed in a full-time position (100% FTE) shall accrue sick leave with full pay at the rate of 22 working days (14.67 hours per month or 6.77 hours per biweekly pay period) during each year of service.

Appendix A:

- B. Staff employed in a part-time position (at least .5 but less than 1.0 FTE) shall accrue sick leave proportionate to FTE. Part-time staff employed less than .5 FTE shall not accrue, nor be paid for sick leave.
- C. Sick leave accrues during periods of leave with pay proportional to FTE, except during terminal annual leave.
- D. Sick leave does not accrue during periods of leave without pay.
- E. Sick leave accrues and is credited at the end of each pay period for employees in active pay status on the first Friday of the pay period if paid biweekly and the 16th day of the month if paid monthly. Accrued sick leave is available to be used by an employee during the time period in which it is credited.
- F. The maximum accrual of sick leave for staff is 200 working days (1600 hours). There is no accumulation where 1600 hours are already credited. Amounts in excess of the 1600 hours that would otherwise accrue will be transferred to the Extended Sick Leave Account as described in section 4.01 of this policy.

3.3 Use of Sick Leave

- A. For purposes of this policy, the immediate family is defined as spouse, children, stepchildren, parents, siblings, grandparents, grandchildren, or corresponding in-law relationships.
- B. Sick leave may be used for personal illness or incapacity, or for occasions which require the employee to care for a member of the immediate family who is ill or incapacitated.
- C. Sick leave may be used for staff or eligible dependent's personal appointments with a doctor, dentist or other recognized licensed medical practitioner. Whenever possible, such appointments should be scheduled in coordination with the unit's work schedule. In no case shall the length of time exceed the extent of time required to complete such appointment.
- D. Sick leave may also be used by the employee for counseling by the OSU Employee Assistance Program or for annual screening under the

Appendix A:

Wellness Program. Such visits must be scheduled at the convenience of the department.

- E. Notification of absence due to personal or eligible dependent illness or injury shall be given to the appropriate supervisor by the staff member or his/her representative as soon as possible. Failure to give such notice may be considered as cause for disciplinary action including dismissal from employment.
- F. The unit administrator may require the staff member to furnish certification of illness or disabling injury. In so doing, the unit administrator may require the staff member to provide a written statement by a qualified, licensed medical practitioner certifying that the employee is ill or incapacitated, the medical facts which support that certification, any suggested alterations to the staff member's regular duties (including ability to perform essential functions), the anticipated length of the illness or other incapacitating condition, and such other information as may be necessary to determine whether granting sick leave is appropriate. In addition, the unit administrator may require the staff member to provide periodic recertification. Falsification of such information shall be cause for dismissal with appropriate adjustment in terminal pay.
- G. The unit administrator may require the staff member to furnish satisfactory proof of need for the employee to care for a member of the immediate family who is ill or incapacitated. Such appropriate certification includes, but is not limited to, the use of forms approved for certifying Family and Medical Leave.
- H. Sick leave accrual may not be anticipated. Staff may use only the amount of sick leave which has been earned and credited prior to or within that pay period.
- I. Accrued sick leave is intended to replace absences during normal work hours, subject to the other provisions of this policy. Staff with at least .5 FTE but less than 1.0 FTE are eligible to use accrued sick leave in proportion to a normal work schedule.

3.4 Sick Leave Records

- A. Unit administrators are responsible to ensure the confidentiality of medical records.

Appendix A:

- B. Departments will maintain adequate up-to-date records for each staff member that accurately reflect the amount of sick leave accrued, the date and amount of all sick leave used, and the current accrual balance.
- C. Departments will maintain accurate balances on the Human Resource System. Sick leave used will be reported on the appropriate confirmation payroll record or biweekly time report.
- D. Adjustments to the balances shown on the Human Resource System are submitted to OSU Human Resources by the department on the Leave Adjustment Form.
- E. Employees will report all sick leave used during a pay period on a regular basis in accordance with University and departmental requirements for recordkeeping. Exempt employees are required to report sick leave taken even though they do not report hours of work under the Fair Labor Standards Act.
- F. Leave accrued, leave taken, and current accrual balances as maintained on the Human Resource System are reported to employees on the Payroll Advice.
- G. Corresponding documentation for use of sick leave will be maintained by the department for three years.

3.5 Funding of Sick Leave for Staff Paid Through Grants, Contracts, or Programs with Outside Sponsors or Granting Agencies

- A. Staff whose positions are funded in part or in total through grants, contracts, or programs with outside sponsors or granting agencies are eligible under the terms of this policy.
- B. Should staff be required to use any accrued sick leave and the grant or contract forbid to reimburse the university for such paid leave, the primary department, college, or division of the employee will be responsible for payment of the leave.
- C. Once the department has determined that a grant or contract will not reimburse the university for paid leave, the department must make budget adjustments or other changes to remain in compliance with the terms of the grant or contract.

Appendix A:

3.6 Exhaustion of Sick Leave

- A. Sick leave cannot be taken in advance of accrual. Reporting sick leave taken in excess of the accrued balance will result in automatic adjustments to annual leave or compensatory leave balances as part of the payroll process. In no case will an employee be paid for leave in excess of the total number of leave hours available.
- B. At any time in which the total leave balances of the staff member are reduced to zero, the unit administrator must contact OSU Human Resources determine the appropriate course of action.

3.7 Requests for Extended Leave Without Pay (Short-Term)

- A. Short-Term is defined as not expected to be more than six months in length. Medical leaves longer than six months are covered under the policy on Long-Term Disability.
- B. Staff who are incapacitated for work due to illness or injury that is not service-connected, and who have exhausted all accrued sick leave and annual leave, may request a leave of absence without pay. The need for such leave shall be certified by a licensed medical practitioner, who shall determine whether or not the total time away from work, from the beginning date of disability, will be under or over six months.
- C. The department head may require medical certification of the employee's ability to continue to work or to return to work. Periodic medical recertification during such a leave may also be required by the unit administrator.
- D. During a period of short-term medical leave without pay, unless otherwise required by law, the employee will be billed for medical and life insurance premiums. Failure to pay such premiums during the months in which the employee is billed may result in cancellation of insurance.
- E. The maximum length of the short-term medical leave without pay, combined with sick leave and annual leave, shall be six months, with a possible one-time extension up to six additional months with certification by a licensed medical practitioner. No further extension will be granted.
- F. At the end of a medical leave without pay in which the total time away

Appendix A:

has not exceeded six months, the employee may return to the original position or one of equal rank, if funds are available and if such a position is available at the time within the employing administrative unit.

3.8 Maternity/Paternity Leave

- ~~A. Illness due to pregnancy is treated as any other short term disability.~~
- ~~B. When requested by the employee, and where alternatives already exist or accommodations can be made, transfer will be granted by the department to less strenuous or safer duties as recommended by the physician.~~
- ~~C. Female staff members shall not be penalized in their condition of employment because they require time away from work for childbearing purposes. In requesting maternity leave, safety and childbearing shall be considered as justification for leave of absence for a female employee for a reasonable length of time, and for reinstatement following childbirth without loss of seniority or accrued benefits.~~
- ~~D. The necessary time away from work for safety and childbearing purposes shall be determined by a physician in accordance with the Family and Medical Leave Act and this sick leave policy and will include sick leave with pay, annual leave with pay, compensatory leave with pay (if applicable), and leave without pay.~~
- ~~E. A parent meeting the eligibility criteria under the Family and Medical Leave Act may, upon application, use up to five days accrued sick leave for the qualifying event of birth or adoption of his or her child. The twelve month employment requirement of the Family Medical Leave Act will not apply. Additional accrued leave can be used, as applicable under the conditions in OSU Policy and Procedures.~~

A. Employees eligible for leave under the Family Medical Leave Act are entitled to leave for the birth of a child, care for a newborn child within one year of birth, or for a period of incapacity due to pregnancy or for prenatal care. For information regarding maternity/paternity leave, please see Oklahoma State University's Family and Medical Leave Act policy.

B. Employees who do not qualify for Family and Medical Leave will be permitted to

Appendix A:

use sick leave when there is medical justification for the employee's absence only. The option of whether to grant additional leave, beyond that which has been determined as medically justifiable for the employee's absence, will be at the discretion of the supervisor. Additional leave, if granted, will be either annual leave or leave without pay.

C. Employees shall not be penalized in their condition of employment because they require time away from work for maternity/paternity leave purposes.

4.1 Extended Sick Leave Account

- A. As of July 1, 2003, amounts of sick leave that accrue each pay period that are in excess of the 1600 hour maximum for regular sick leave will be transferred to an Extended Sick Leave Account.
- B. Amount forfeited prior to July 1, 2003, will be estimated from prior payroll records and the amounts applied to the Extended Sick Leave Account. Such estimates will be logically determined by payroll records for all employees during the past ten year period.
- C. Employees who became members of the Oklahoma Teachers' Retirement System (OTRS) prior to July 1, 1992, may be able to apply unused sick leave to receive additional service credit for OTRS retirement benefits.
- D. This possibility of additional service credit is governed by rules and regulations of OTRS and is not awarded or regulated by Oklahoma State University. OSU facilitates the possibility of additional service credit by maintaining centralized records of sick leave accrual.
- E. When requested by OTRS, OSU will verify the accrued amount of sick leave to include both the regular sick leave amount and the extended sick leave amount.
- F. The Extended Sick Leave Account will be reported to employees as part of the Annual Total Compensation Report.
- G. The Extended Sick Leave Account will have no cash or actual sick leave value other than as indicated for OTRS purposes above.

5.1 Oklahoma State University reserves the right to change this Policy and Procedure Letter or any portion thereof at any time and without prior notice.

Appendix A:

- 5.2 This policy replaces applicable portions of 3-0705 Attendance and Leave for Classified Staff adopted July 1, 1970, with latest revision October 1988 and 3-0725 Attendance and Leave for Administrative/Professional Staff adopted September 1972 with latest revision October 1988.

Revised: June 2004
October 2005

DRAFT

Appendix B

Oklahoma State University Policy and Procedures

FAMILY AND MEDICAL LEAVE ACT

3-0708
ADMINISTRATION
& FINANCE
February 2008

PURPOSE

1.1 The Family and Medical Leave Act of 1993 (FMLA) gives certain job protections to employees when balancing work responsibilities with the demands of personal illness or injury or in caring for family members.

1.2 This policy sets forth the essential provisions of FMLA. In the event that additional clarification is needed, the actual Act and regulations issued by the federal government implementing the Act shall prevail.

1.3 Depending on individual circumstances of the leave, faculty and staff may also be concurrently eligible for paid sick leave benefits under Policy and Procedures 3-0716 (Sick Leave for Staff) or Policy and Procedures 2-0113 (Faculty Sick Leave).

SCOPE

2.1 This policy applies to all OSU campuses and any other locations where business of the University is conducted.

2.2 To be eligible for FMLA leave, an employee must have been employed by the University for twelve months, which need not be consecutive, and must have worked at least 1,250 hours within the previous 12 months as of the date the leave commences.

POLICY AND PROCEDURES

3.1 Qualifying Event

An eligible employee will be provided up to 12 weeks of family medical leave for a qualified event:

- A. For the birth and care of a child or placement of a child with you for adoption or foster care. Such leave must be taken within 12 months immediately after birth or within 12 months after placement. Leave may begin prior to birth or placement;
- B. For care of a family member (as defined in 3.03) with a serious health condition. The employee must be needed to care for basic needs, psychological comfort, filling in for others, or making arrangements for the relative; or

Appendix B

- C. Because an employee's own serious health condition makes the employee unable to do his or her job due to illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatments.

3.2 Definition of Serious Health Condition

- A. Under FMLA, a serious health condition is an illness, injury, impairment, or physical or mental condition that requires either inpatient care or continuing treatment by a health care provider. A more complete definition can be found as part of the Certification of Health Care Provider form at the end of this policy.
- B. Serious health condition would not include short-term conditions, which require brief treatment and recovery, such as common colds or flu, stomach viruses, non-migraine headaches, and routine pregnancy, or voluntary or cosmetic treatments not considered medically necessary. The above list is not exclusive. Questions regarding specific conditions that would meet the FMLA definition can be referred to OSU Human Resources.

3.3 FMLA Definitions of Family

- A. Spouse means a husband or wife as defined or recognized under State law for purposes of marriage.
- B. Parent means a biological parent or an individual who stands or stood in the place of a parent to an employee when the employee was a child. This term does not include parents "in law."
- C. Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in the place of a parent, who is under age 18, or incapable of self-care because of a mental or physical disability.
- D. FMLA definitions of family differ from OSU Sick Leave Policy definitions as found in Policy and Procedures 3-0716 (Sick Leave for Staff) section 3.03a and Policy and Procedures 2-0113 (Faculty Sick Leave) section 3.01e. Because OSU provides an extended definition of "family," an employee may qualify for sick leave but not Family Medical Leave.

3.4 National Defense Authorization Act Amendment

- A. A spouse, son, daughter, parent, or next of kin may take up to 26 workweeks of leave to care for a member of the Armed Forces who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or on the temporary disability retired list, for a serious injury or illness.
- B. The serious injury or illness is one that was incurred in the line of duty while on active duty.

Appendix B

- C. The next of kin is the nearest blood relative of the injured/sick service member.

3.5 Employee Notice and Certifications

- A. The employee must provide 30 days advance notice when the leave is "foreseeable." On rare occasions, advance notice might not be possible. These situations will be evaluated on a case-by-case basis.
- B. Medical certification may be required prior to approval of leave indicating the employee is needed to provide care or unable to perform his/her job.
- C. Continued medical certification will be required if the situation warrants, but not more frequently than every 30 days unless the department has reason to believe the employee is able to return to work.
- D. Forms for medical certification are available from the local personnel office or OSU Human Resources and are attached to this policy. This form is also acceptable for documentation of sick leave under Policy and Procedures 3-0716 (Sick Leave for Staff) section 3.03f.
- E. Leave may be denied if the employee fails to provide the required medical certification.

3.6 Maximum Leave Entitlement

- A. Up to 12 weeks of absence from assigned duty may be requested within a 12-month period except as noted in section 3.04 above.
- B. In the event both spouses are employed by Oklahoma State University, maximum leave for each eligible spouse is 12 weeks.

3.7 Intermittent and Reduced Leave Schedule

- A. In the event of employee or immediate family member illness only, an employee may request a reduced work schedule. Necessity for the leave must be such a medical need that can best be accommodated through an intermittent or reduced leave schedule. Employees needing intermittent FMLA leave or leave on a reduced leave schedule must attempt to schedule their leave so as not to disrupt OSU's operations.
- B. Oklahoma State University may transfer an employee to an alternative position with equivalent pay and benefits in order to accommodate the request when such a reassignment is available and expedient for the department in question.

Appendix B

- C. Leave taken on an intermittent or reduced schedule will be calculated on a pro rata or proportional basis comparing the employee's new schedule to his or her prior schedule.

3.8 Concurrent Use of Accrued Paid Leave

- A. FMLA leave is taken concurrently with, other OSU leave policies. The employee should be so notified of the leave. Any paid leave remaining after exhaustion of Family and Medical Leave would be taken in accordance with applicable OSU leave policies.
- B. An employee with accrued compensatory, annual, or sick leave will take all applicable leave prior to unpaid leave. Paid sick leave is granted only when conditions in OSU Policy and Procedures for such leave are met.
- ~~C. A parent meeting the eligibility criteria under the Family and Medical Leave Act may, upon application, use up to five days accrued sick leave for the qualifying event of birth or adoption of her or her child. The twelve month employment requirement of the Family Medical Leave Act will not apply. Additional accrued leave can be used, as applicable, under the conditions in OSU Policy and Procedures.~~

3.8 Continuation of Benefits during Leave

- C. An employee's coverage in a group health plan will continue under the same conditions that existed prior to family/medical leave. Employee medical will be paid by OSU if the employee is enrolled in medical coverage at the time the leave is requested.
- D. Employee life insurance and all optional benefits regularly paid by the employee will be paid by the employee while on leave.
- E. Dependent coverage of existing benefits would continue to be paid by the employee as under normal circumstances.
- F. Employee contributions will be made by the employee through the Bursar's Office on a timely basis.
- G. In the event an employee elects to cancel insurance coverages, such cancellation will be effective the end of the month after written notice to OSU Human Resources. No partial premiums will be calculated.
- H. If an employee fails to return to work from unpaid leave, except where health conditions will not permit or death, the employee will be required to reimburse Oklahoma State University for premiums paid on behalf of the employee during the family/medical leave. The employee will be billed through the Bursar's Office.

Appendix B

3.9 Restoration of Employment

- C. Upon return from FMLA leave, an employee will be restored to his/her original or equivalent position with equivalent pay, benefits, and other terms of employment.
- D. An employee may not be restored to an original or equivalent position if such position has been eliminated through a reduction in force program or if the original terms of appointment expired during the leave.
- E. Key employees ranking in the top 10% of the highest paid employees at OSU may be excluded from the job guarantee provision if there are reasons justifying such an action.
- F. If the reason for leave is personal illness or injury of the employee, medical proof of fitness to return to work will typically be required indicating the employee is able to perform the essential functions of the job.
- G. Time on leave of absence without pay may not count toward credited service for Oklahoma Teachers Retirement (OTR) purposes. The rules of the Oklahoma Teachers Retirement System (OTRS) prevail.

3.10 Restoration of Benefits

- C. OSU paid benefits such as OSU paid health care and life insurance will be restored to the employee once returning from leave and will be equivalent to what the employee would have had without taking the leave. If the employee does not want the insurance during this leave, s/he should cancel the insurance and upon return to work should notify OSU Human Resources of his/her desire to reinstate the benefits. If the insurance is reinstated the day the employee returns, proof of insurability will not be required and no pre-existing condition clauses will apply.
- D. Benefits normally paid for by the employee such as dependent coverage, long-term disability, etc. would also be reinstated.
- E. Health and dependent care reimbursement accounts will be reinstated once the employee is back on pay status if s/he was enrolled at the time of his/her leave.

3.11 Notice to Employees

- C. Notice of the Family and Medical Leave Act is posted in designated buildings on campus. Departments are responsible for ensuring such notification exists.
- D. Copies of this policy and procedure should be made available to employees upon their request.

Appendix B

- E. When leave is requested, the department head is required to respond in writing to the employee specifying the rules for eligibility, 12-month period used, medical certification requirement, required substitutions of leave, rules on payment of benefit premiums, liability of employee for repayment, medical certification requirements for return to work, status as a key employee, and right to restoration of original or equivalent position. Forms suitable for this response are available from OSU Human Resources.

3.12 Recordkeeping

- C. Departments will maintain adequate up-to-date records for each staff member that accurately reflect the rate and the amount of leave taken, the dates when such leave is used, and the current untaken leave balance.
- D. Departments will generate appropriate forms on any leave taken under FMLA.
- E. Departments will maintain accurate leave balances on the Human Resource System. Leave used will be reported on the confirmation payroll or biweekly time report.
- F. Documentation for use of leave will be maintained by the department for three years.

3.13 Exhaustion of Family and Medical Leave

- C. Once an employee has exhausted the 12 work-week eligibility under this policy and other paid leave does not apply, the employee must return to work immediately or pursue a personal leave of absence.
- D. If no other leave is approved, the employee will be terminated.

3.14 COBRA

- C. If an employee does not return to work after FMLA leave, OSU will offer COBRA as required under the Consolidated Omnibus Benefits Reconciliation Act.
- D. The qualifying event that will trigger an offer of COBRA continuation of coverage occurs on the last day of the employee's FMLA leave. The last day of FMLA leave is the earlier of (1) the date the employee gives termination notice or (2) the last scheduled day of the FMLA leave.
- E. Length of the COBRA coverage is measured from the day of the qualifying event.

EXCEPTIONS TO POLICY AND PROCEDURES

- 4.1 The authority to grant exceptions to one or more of these policies and procedures is vested in the Office of the President of the University, as stated in Policy and Procedures Letter 3-0701, section 3.03.

Appendix B

4.2 Oklahoma State University reserves the right to change this Policy and Procedures Letter or any portion thereof at any time without prior notice.

NOTE: Family and Medical Leave (FMLA) forms are now located on the HR website at http://www.okstate.edu/osu_per/ Click on the FMLA link on the right side of the page to find all FMLA forms and information.

Adopted: September 1995
Revised: May 2001, June 2004
February 5, 2008

DRAFT

The Department of Wellness

Events and Services

Yoga in the Garden

Spring 2015

April 2-May 28

Every Thursday

5:45-6:30p

The Botanic Garden



There is no better way to unwind at the end of a long day than through yoga practice and guided relaxation at the Botanic Garden.

Maintain, Don't Gain

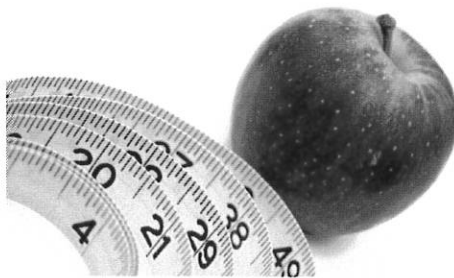
Summer Edition

June 29-July 24

Seretean Wellness Center

Special 4-week summer edition designed to help individuals maintain their weight during the summer. You'll receive weekly emails that provide tips and strategies for a healthy lifestyle.

Register by June 29!



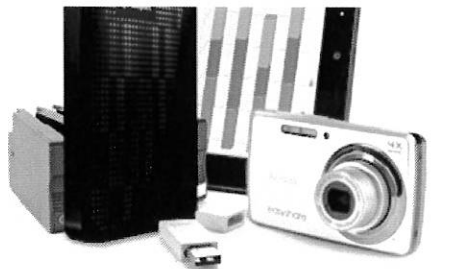
Colorful Choices

Get Your Daily Five

June 15-July 26

Monday-Friday

A simple 6-week program designed to encourage faculty and staff to eat at least 5 servings of produce everyday. By increasing fruit and vegetable intake, participants could decrease the risk of obesity, heart disease, diabetes, and hypertension. Registration opens June 8!



Phone 405-744-WELL (9355)

Web wellness.okstate.edu

Email wellness@okstate.edu

Swim Lessons

Group & Private Sessions

The Department of Wellness is committed to providing water safety instruction for both children & adults.

Session 1: June 1-11, Session 2: June 15-25,
Session 3: July 6-16, Session 4: July 20-30 &
Saturdays: May 30-July 18

Summer Splash-In

A Reel Splashing Experience!

June 16, Colvin Outdoor Pool

Pool Opens at 8pm, Movie begins at 8:15pm

Featuring: Big Hero 6

Grab your swimsuit & towel and come relax poolside, float or swim under the stars while watching a movie with your friends & family. Go to wellness.okstate.edu/personal-training to view one-on-one, and group pricing.

Employee Wellness Wednesday

Technology for Everyday Survival

June 17

Noon-12:50pm

Seretean Wellness Center

Technology helps everyone be more productive at home, work and in the community. Come learn about free to low cost savvy solutions.

Register by June 10!

Facebook [Facebook.com/OSUWELL](https://www.facebook.com/OSUWELL)

Twitter @OSUWELL

Instagram @OSUWELL



STAFF ADVISORY COUNCIL

Oklahoma State University

CONSTITUTION

"The council that's working for you."

CURRENT VERSION	PROPOSED DRAFT
PREAMBLE	PREAMBLE
<p>The staff employees of Oklahoma State University, having recognized the need for representation and involvement of staff employees in the affairs of the University with the objective of strengthening University goals and functions, herein establish the OKLAHOMA STATE UNIVERSITY STAFF ADVISORY COUNCIL, hereinafter referred to as the Council. The Council will herein establish this Constitution upon the majority of votes cast by Oklahoma State University Staff.</p> <p>The Council shall function under this Constitution as approved by the Oklahoma State University Staff, the President of Oklahoma State University, and the Board of Regents for Oklahoma State University. The Council shall continue to function until such time as the Council dissolves itself or the Constitution is revoked by the above-mentioned Board of Regents.</p>	<p>The staff employees of Oklahoma State University, having recognized the need for representation and involvement of staff employees in the affairs of the University with the objective of strengthening University goals and functions, herein establish the OKLAHOMA STATE UNIVERSITY STAFF ADVISORY COUNCIL, hereinafter referred to as the Council. The Council will herein establish this Constitution upon the majority of votes cast by Oklahoma State University Staff.</p> <p>The Council shall function under this Constitution as approved by the Oklahoma State University Staff, the President of Oklahoma State University, and the Board of Regents for Oklahoma State University. The Council shall continue to function until such time as the Council dissolves itself or the Constitution is revoked by the above-mentioned Board of Regents.</p>
Function and Responsibility	Function and Responsibility
<p>The Council is organized for the following functions:</p> <ul style="list-style-type: none"> A. To serve as an advisory representative body for the staff employees of the University who are assigned to the Stillwater campus. B. To participate in an advisory and referral capacity to the President of the University and the University Administration in such policy matters that may directly affect the staff employees. C. To cooperate with and to assist other constituencies within the University community in the attainment of the University's general mission and stated goals. 	<p>The Council is organized for the following functions:</p> <ul style="list-style-type: none"> A. To serve as an advisory representative body for the staff employees of the University who are assigned to the Stillwater campus. B. To participate in an advisory and referral capacity to the President of the University and the University Administration in such policy matters that may directly affect the staff employees. C. To cooperate with and to assist other constituencies within the University community in the attainment of the University's general mission and stated goals.

CURRENT VERSION	PROPOSED DRAFT
<p style="text-align: center;">Composition</p> <p>The Council shall consist of representatives to be elected from the Exempt and Non-exempt staff of the Oklahoma State University Stillwater campus, excluding the President of the University, the Vice Presidents of the University, members of the faculty, and student employees.</p> <p>The Council shall consist of not less than twenty-one (21) or not more than twenty seven (27) elected members. At the discretion of the local campus, ex-officio members (one per campus) may be appointed by the respective presiding officer of their staff council/association to represent the staff constituencies assigned to the OSU branch campuses.</p> <p>The Council neither supplants nor supersedes any duly constituted organization or any approved policy or procedure currently in effect. There shall not be anything contained or implied in the Constitution that shall infringe on the rights and the privileges of an individual staff employee, nor shall it deny any staff employee the pursuit of individual action that such employee may deem to be necessary for his or her personal welfare. Staff Advisory representatives are, based on their service as a Council Representative, excluded from competing for awards (Distinguished Service Awards, Staff Scholarships, etc.) sponsored by the Council.</p> <p style="text-align: center;">ARTICLE I – BYLAWS</p> <p>The Council shall prepare bylaws for the conduct of its business. If a disagreement arises between this Constitution and the Council Bylaws, the Constitution will be the controlling instrument.</p> <p style="text-align: center;">ARTICLE II – MEMBERSHIP</p> <p>Section 1 Exempt and Non-exempt staff representation on the Council shall conform to the Composition criteria of this document. Specific numbers of members from each shall be outlined in the Council bylaws. Changes in the apportionment numbers may be accomplished by attrition at the end of the term for which a member was elected.</p> <p>Section 2 Only Exempt and Non-exempt staff employed on a permanent basis (50% or</p>	<p style="text-align: center;">Composition</p> <p>The Council shall consist of not less than twenty-one (21) or not more than twenty seven (27) representatives elected from the Exempt and Non-exempt staff of the Oklahoma State University Stillwater campus. The University President, Vice-Presidents, Associate Vice Presidents, Assistant Vice Presidents, faculty members, contractual labor, and student employees (including GRAs and GTAs) of the University shall <u>not</u> be eligible for election to the Council.</p> <p>At the discretion of the branch campus, ex-officio members (one per campus) may be appointed by the respective presiding officer of their staff council/association to represent the staff constituencies assigned to the OSU branch campuses.</p> <p>The Council neither supplants nor supersedes any duly constituted organization or any approved policy or procedure currently in effect. There shall not be anything contained or implied in the Constitution that shall infringe on the rights and the privileges of an individual staff employee, nor shall it deny any staff employee the pursuit of individual action that such employee may deem to be necessary for his or her personal welfare.</p> <p>Staff Advisory Council members are, based on their service as a Council Representative, excluded from competing for awards (Distinguished Service Awards, Staff Scholarships, etc.) sponsored by the Council.</p> <p style="text-align: center;">ARTICLE I – BYLAWS</p> <p>The Council shall prepare bylaws for the conduct of its business. If a disagreement arises between this Constitution and the Council Bylaws, the Constitution will be the controlling instrument.</p> <p style="text-align: center;">ARTICLE II – MEMBERSHIP</p> <p>Section 1 Exempt and Non-exempt staff representation on the Council shall conform to the Composition criteria of this document. Specific numbers of members from each shall be outlined in the Council Bylaws. Changes in the apportionment numbers may be accomplished by attrition</p>

CURRENT VERSION	PROPOSED DRAFT
<p>more and benefits eligible) are entitled to vote.</p> <p>Section 3 Terms of office:</p> <p>A. The term of office for members of the Council shall be staggered and shall be for three (3) year terms. Staggering may be accomplished by electing members to new positions for one (1) or two (2) years. Members of the Council shall serve for no more than two (2) consecutive terms of office.</p> <p>B. Any member of the Council who terminates employment with the University shall be removed and a Vacancy declared.</p> <p>C. Those who change employment status which affects membership classification shall retain their Council seat only until the next regular election if the change was an elective decision made by the member.</p> <p>D. Ex-officio members shall be appointed annually by writing the Council Chair prior to the May meeting of each year. The appointment for ex-officio members shall be June through May. Those appointed shall not carry faculty status at their assigned campus. Successive ex-officio appointments may not exceed six (6) years.</p>	<p>at the end of the term for which a member was elected.</p> <p>There shall be no alternates for members of the Council.</p> <p>Section 2 Terms of office:</p> <p>A. The term of office for members of the Council shall be staggered and shall be for three (3) year terms. Staggering may be accomplished by electing members to new positions for one (1) or two (2) years. Members of the Council shall serve for no more than two (2) consecutive terms of office.</p> <p>B. Ex-officio members shall be appointed annually by writing the Council Chair prior to the May meeting of each year. The appointment for ex-officio members shall be June through May. Those appointed shall not carry faculty status at their assigned campus. Successive ex-officio appointments may not exceed six (6) years.</p>
<p>Section 4 There shall be no alternates for members of the Council. Whenever a vacancy occurs, the Council Chair shall request from the Council Executive group a list of names of persons to be placed in nomination to fill the vacancy. After the Council Chair receives the names of persons to be placed in nomination, a new person shall be appointed from that list to the vacant position on the Council by the Council Chair, subject to the majority approval of the full membership of the Council. Under no circumstance may a new member be appointed to serve an unexpired term on the Council unless that newly appointed member is from the same group in which</p>	<p>Section 3 Vacancies:</p> <p>A. Any member of the Council who terminates employment with the University shall be removed from the Council and a vacancy declared.</p> <p>B. Those who change employment status which affects membership classification shall retain their Council seat only until the next regular election.</p> <p>C. Any member of the Council who is absent from four (4) regular meetings of the Council during a Council year (June-May) may have his or her seat on the Council declared vacant by the Executive Officers and Chairs of the Standing Committees, hereafter referred to as the "Executive Team". The reason for such absences, as well as previous participation in Council and Standing Committee activities should be taken into consideration by</p>

CURRENT VERSION	PROPOSED DRAFT
<p>the vacancy has occurred. Ex-officio replacements to fill a vacancy during an annual term shall be made in writing to the Council Chair by the respective presiding officer of the affected staff council/association an OSU branch campus.</p> <p>Section 5 Any member of the Council who is absent from four (4) regular meetings of the Council during a Council year (July 1 – June 30) may have his or her seat on the Council declared vacant by the Council Chair. The Council member so affected may be reinstated to his or her vacant seat by submitting a written request for reinstatement to the Council, but such a request must be sustained by a three-fourths (3/4) vote of approval of the full Council at the next regularly scheduled Council meeting. If the affected Council member does not request reinstatement or if three-fourths (3/4) vote of the Council does not sustain the request for reinstatement, the seat shall be filled in accordance with Section 4 of this Article.</p>	<p>the Executive Team before declaring the seat vacant.</p> <p>The Council member so affected may be reinstated to his or her vacant seat by following the procedure set forth in the Bylaws Section VIII.</p> <p>D. Whenever a vacancy occurs, the Council Chair shall request from the Council Executive Officers a list of nominees to fill the vacancy. After the Council Chair receives the list of nominees, a new person shall be appointed from that list to the vacant position on the Council by the Council Chair, subject to the majority approval of the full membership of the Council. Under no circumstance may a new member be appointed to serve an unexpired term on the Council unless that newly appointed member is from the same group in which the vacancy has occurred.</p> <p>E. Ex-officio replacements to fill a vacancy during an annual term shall be made in writing to the Council Chair by the respective presiding officer of the affected staff council/association at the OSU branch campus.</p>
<p align="center">ARTICLE III – NOMINATION AND ELECTION</p> <p>Section 1 Nomination of candidates for election must be made in writing to the Secretary of the Council at least twenty-one (21) days prior to the date of the annual election. Only those employed on a permanent basis (50% time or more and benefits eligible) may be nominated for election to a seat on the Council. All nominations must have the consent of the nominee, and all nominations must be validated by the signature of the nominator and nominee.</p>	<p align="center">ARTICLE III – NOMINATION AND ELECTION</p> <p>Section 1 Nomination of candidates for election must be made in writing to the Secretary of the Council at least fourteen (14) days prior to the date of the annual election. Only those employed on a permanent basis (50% time or more and benefits eligible) may be nominated for election to a seat on the Council. All nominations must have the consent of the nominee, and all nominations must be validated by the signature of the nominator and nominee.</p>
<p>Section 2 Election of members to the Council shall be made annually by ballot prior to the regular meeting of the Council in May of each year. The results of the balloting shall be announced at the regular Council meeting in May each year. The installation of new members and the organization of the Council will take place during the June meeting of each year.</p> <p align="center">ARTICLE IV – OFFICERS</p>	<p>Section 2 Election of members to the Council shall be made annually by ballot prior to the regular meeting of the Council in May of each year.</p>

CURRENT VERSION	PROPOSED DRAFT
<p>Section 1 The Officers of the Council shall be the Chair, the Vice Chair, the Secretary, the Treasurer, and if necessary, the Chair Pro Tempore.</p>	<p>The results of the balloting shall be announced at the regular Council meeting in May each year. The installation of new members and the organization of the Council will take place during the June meeting of each year.</p>
<p>Section 2 The Officers of the Council shall be elected from the membership of the Council at the regular June meeting of each year after the installation of the new members.</p>	<p>Section 3 Only Exempt and Non-exempt staff employed on a permanent basis (50% or more and benefits eligible) are entitled to vote.</p>
<p>Section 3 The term of office for each elected officer shall be for one (1) year. Any officer may be elected to succeed him or herself in the same office for not more than one (1) additional term.</p>	<p style="text-align: center;">ARTICLE IV – OFFICERS</p>
<p>Section 4 The Chair shall preside at all meetings of the Council and shall enforce the obligations imposed upon the Council by the Constitution and Bylaws as they relate to the administration of the work of the Council. The Council Chair shall be a non-voting member of the Council except in instances in which a tie vote occurs, at which time the Council Chair shall cast the deciding vote.</p>	<p>Section 1 The Executive Officers of the Council shall be the Chair, the Vice Chair, the Secretary, the Treasurer, and if necessary, the Chair Pro Tempore.</p> <p>Section 2 The Executive Officers shall be elected from the membership of the Council at the regular June meeting of each year after the installation of the new members.</p>
<p>Section 5 The Council Chair shall appoint the members of all duly-authorized committees of the Council and shall designate a member thereof to serve as Committee Chair. The Council Chair shall serve as a non-voting ex-officio member of all standing and special committees of the Council.</p>	<p>Section 3 The term of office for each elected officer shall be for one (1) year. Any officer may be elected to succeed him or herself in the same office for not more than one (1) additional term.</p>
<p>Section 6 The Council Chair shall conduct official correspondence relating to the business of the Council and authorized and directed by the Council.</p>	<p>Section 4 Duties of Officers The duties of the officers shall be those implied by their titles as well as those specified in the Constitution and Bylaws.</p>
<p>Section 7 The duties of the Vice Chair shall be to assist the Council Chair as directed; and in the absence of the Council Chair, the Vice Chair shall assume all the powers and prerogatives of the office during the remainder of the absence.</p>	<p>A. Council Chair</p> <ul style="list-style-type: none"> ▪ Shall preside at all meetings of the Council and shall enforce the obligations imposed upon the Council by the Constitution and Bylaws as they relate to the administration of the work of the Council. ▪ Shall be a non-voting member of the Council except in instances in which a tie vote occurs, at which time the Council Chair shall cast the deciding vote. ▪ Shall appoint the members of all duly-authorized standing and
<p>Section 8 The duties of the Secretary shall be to record, maintain, and distribute all resolutions and proceedings of meetings to all Council members. The Secretary shall keep the roll of the Council members and the attendance records, and the Secretary shall certify that a quorum is present in</p>	

CURRENT VERSION	PROPOSED DRAFT
<p>order to conduct the official business of the Council.</p> <p>Section 9 The Secretary shall keep the minutes of regular and special meetings of the Council and shall prepare normal correspondence of the Council excluding that correspondence that the Council directs the Council Chair to conduct. The Secretary shall issue notices of all meetings and shall perform other duties pertaining to the office of Secretary.</p> <p>The Secretary shall, at the expiration of the term of office, turn over to his or her successor all records and pertinent data of the Council held in his or her possession.</p> <p>Section 10 The duties of the Treasurer shall be entrusted with custody of Council funds, but this officer may not disburse funds except by the authority of the Council or as the bylaws prescribe. The Treasurer is required to make a full financial report annually or as the bylaws may prescribe, and to make such interim reports as the Council or the executive board may direct.</p> <p>The Treasurer shall, at the expiration of the term of office, turn over to his or her successor all records and pertinent data of the Council held in his or her possession.</p> <p>Section 11 In the absence of the Council Chair and Vice Chair from any official meeting of the Council, the members of the Council shall elect a Chair Pro Tempore to preside at such meeting(s).</p>	<p>special committees of the Council and shall designate a member thereof to serve as Committee Chair. The Council Chair shall serve as a non-voting ex-officio member of all standing and special committees of the Council.</p> <ul style="list-style-type: none"> ▪ Shall conduct official correspondence relating to the business of the Council and authorized and directed by the Council. ▪ Shall approve payment of Council invoices. ▪ Shall perform other duties as specified in the Bylaws. <p>B. Vice Chair</p> <ul style="list-style-type: none"> • Shall assist the Council Chair as directed. • In the absence of the Council Chair, shall assume all the powers and prerogatives of the office during the remainder of the absence. • Shall perform other duties as directed by the Chair. • Shall perform other duties as specified in the Bylaws. <p>C. Secretary</p> <ul style="list-style-type: none"> • Shall record, maintain, and distribute all resolutions and proceedings of meetings to all Council members. • Shall keep the roll of the Council members and the attendance records. • Shall certify that a quorum is present in order to conduct the official business of the Council. • Shall keep minutes of regular and special meetings of the Council. • Shall prepare normal correspondence of the Council excluding that correspondence that the Council directs the Council Chair to conduct. • Shall issue notices of all meetings
<p>ARTICLE V – STANDING AND SPECIAL COMMITTEES</p>	
<p>Section 1 All standing and special committees shall be established by Council action. Each standing and special committee shall have a Committee Chair appointed by the Council Chair, and the committee members shall select a Secretary for the committee from its membership. All standing and special committees shall be subject to the call of their respective Committee Chair.</p> <p>Section 2 Members of all standing and all special committees are appointed for a term not to</p>	

CURRENT VERSION	PROPOSED DRAFT
<p>exceed one (1) year. Members of committees may succeed themselves upon reappointment by the Council Chair to a new term.</p> <p>Section 3 Standing Committees of the Council shall be: 1) Rules and Regulations, 2) Public Relations, 3) Policies, Benefits & Budget, and 4) Awards & Recognition.</p> <p>Special Committees of the Council may be formed when deemed necessary by the Chair or by a simple majority vote of the membership.</p>	<ul style="list-style-type: none"> • Shall, at the expiration of the term of office, turn over to his or her successor all records and pertinent data of the Council held in his or her possession. • Shall perform other duties as specified in the Bylaws. <p>D. Treasurer</p> <ul style="list-style-type: none"> • Shall be entrusted with custody of Council funds, but this officer may not disburse funds except by the authority of the Council or as the Bylaws prescribe. • Shall make a full financial report annually or as the Bylaws may prescribe, and shall make such interim reports as the Council or the Executive Officers may direct. • Shall, at the expiration of the term of office, turn over to his or her successor all records and pertinent data of the Council held in his or her possession. • Shall perform other duties as specified in the Bylaws.
ARTICLE VI – MEETINGS	
<p>Section 1 Regular meetings of the Council will normally be held on the second Wednesday of each month at a time and place to be designated by the Council Chair. All agenda items should be submitted to the Council Chair to be placed on the agenda for the next Council meeting. All such requests to be placed on the agenda by subject must be received by the Secretary at least five (5) working days prior to the Council meeting.</p>	
<p>Section 2 Special meetings of the Council may be called by the Council Chair or by any five (5) members of the Council.</p>	<p>Section 5 In the absence of the Council Chair and Vice Chair from any official meeting of the Council, the members of the Council shall elect a Chair Pro Tempore to preside at such meeting(s).</p>
<p>Section 3 All meetings of the Council shall be open to the public.</p>	
<p>Section 4 Any person who is not an elected or appointed member of the Council or one of the Council’s committees shall be allowed to address the Council and to participate in discussion of Council matters, provided that person submits a written request to the Council Chair to be placed on the agenda for the next Council meeting. All such requests, to be placed on the agenda by subject must be received by the Secretary at least five (5) working days prior to the Council meeting.</p>	ARTICLE V – STANDING, SPECIAL, AND AD HOC COMMITTEES
<p>Section 5 Any person who is not an elected or appointed member of the Council or one of the Council’s committees and who has not requested to be placed on the agenda may be allowed to address the Council and participate in discussion of the Council</p>	<p>Section 1 The Standing Committees of the Council shall be specified in the Bylaws.</p> <p>Section 2 Special Committees of the Council may be formed when deemed necessary by the Council Chair or by a simple majority vote of the membership.</p> <p>Section 3 Each standing and special committee shall have a Committee Chair appointed by the Council Chair with the advice of the Executive Team</p>

CURRENT VERSION	PROPOSED DRAFT
<p>matters by a majority vote of the members of the Council who are present.</p> <p>Section 6 Non-members of the Council or of a Council's committee who are allowed to address the Council shall be limited to five (5) minutes to present their views or to state their position in any matter under Council consideration. A request for extension of time may be granted by a majority vote of the members of the Council who are present.</p>	<p>Section 4 Committee members shall select a Secretary for the committee from its membership.</p> <p>Section 5 All standing and special committees shall be subject to the call of their respective Committee Chair.</p> <p>Section 6 Members of all standing and special committees are appointed for a term not to exceed one (1) year. Members of committees may be reappointed by the Council Chair to a new term.</p>
<p align="center">ARTICLE VII – QUORUM AND VOTING</p> <p>Section 1 A majority of the members of the Council shall constitute a quorum authorized to transact business at any regular or special meeting of the Council.</p> <p>Section 2 Voting by the Council membership shall be by voice except when voting by ballot is deemed necessary by the Council Chair.</p> <p>Section 3 A majority votes of the Council members present and voting shall carry a motion except to alter, amend, annul, or suspend the Constitution of the Council. In cases such as these, voting shall be in accordance with Article IX of the Constitution.</p>	<p>Section 7 Ad Hoc Committees are special committees which are reconstituted each year to facilitate major yearly activities of the Council. These committees are specified in the Bylaws.</p>
<p align="center">ARTICLE VIII – RULES OF ORDER</p> <p>The rules of parliamentary procedure, as laid down in Robert's Rules of Order, shall govern all meetings of the Council and its standing and special committees.</p> <p align="center">ARTICLE IX – AMENDMENTS, ALTERATIONS, ANNULMENTS, SUSPENSION</p>	<p align="center">ARTICLE VI – MEETINGS</p> <p>Section 1 Regular meetings of the Council will normally be held on the second Wednesday of each month at a time and place to be designated by the Council Chair. All agenda items should be submitted to the Council Chair to be placed on the agenda for the next Council meeting. All such requests, specifying the subject must to be discussed, must be received by the Secretary at least five (5) working days prior to the Council meeting.</p> <p>Section 2 Special meetings of the Council may be called by the Chair of the Council or by any five (5) members of the Council provided notice of time and meeting place is provided to each member, and each member has sufficient time to reach the place of meeting. A majority of the Council members shall approve of the meeting when it is called to order.</p> <p>Section 3 The Council shall maintain records and conduct business in accordance with the Oklahoma Open Meeting and Records Acts (25 O.S. 1981 SS 301-314, 51 O.S. 1989 Supp. SS24A.1-24A.20).</p>
<p>Section 1 Proposals for amendments, alterations, annulments, or suspension of the Constitution of the Council shall be submitted in writing to the Secretary, who shall send copies of such proposal(s) to each member of the Council prior to the next regularly scheduled meeting of the Council. The Council by a majority vote of the full Council shall determine if the proposal(s) will be submitted to the general membership of the Oklahoma State University staff for action. This</p>	

CURRENT VERSION	PROPOSED DRAFT
<p>determination shall be made prior to the adjournment of the third consecutive regular meeting of the Council following the original presentation of the proposal(s) to the Council.</p> <p>Section 2 Proposal(s) for amendments, alterations, annulments, or suspension of the Constitution that have been approved by a majority of the full Council shall be submitted to the staff for vote. Passage or failure of such amendments, alterations, annulments, or suspensions shall be determined by a majority of votes cast.</p>	<p>Section 4 Any person who is not an elected or appointed member of the Council or one of the Council’s committees shall be allowed to address the Council and to participate in discussion of Council matters, provided that person submits a written request to the Council Chair to be placed on the agenda for the next Council meeting. All such requests must comply with the guidelines for meetings as outlined in the Bylaws.</p> <p style="text-align: center;">ARTICLE VII – QUORUM AND VOTING</p> <p>Section 1 A majority of the members of the Council shall constitute a quorum authorized to transact business at any regular or special meeting of the Council. If during the course of a Council meeting the number of members present falls below the majority of eligible membership, the meeting shall be recessed until such members are present.</p> <p>Section 2 Voting by Council membership shall be by voice vote, show of hands, or ballot as deemed necessary by the Chair.</p> <p>Section 3 A majority vote by the Council members present and voting shall carry a motion except to alter, amend, annul, or suspend the Constitution of the Council. In cases such as these, voting shall be in accordance with Article IX of the Constitution.</p> <p>Section 4 The Chair may call a vote by email or other electronic service when a response is needed for an important issue with a deadline prior to the next regular Council meeting. To be authorized, the motion must receive a two-thirds (2/3) vote of approval from the Executive Team. All Council members must be sent notice of the impending vote.</p> <p>An affirmative vote from at least two-thirds (2/3) of the Council members is required for adopting measures by such a call of vote. The Secretary will keep copies of all correspondence regarding the voting.</p>

CURRENT VERSION	PROPOSED DRAFT
	<p data-bbox="982 178 1485 352">During the first Council meeting following the electronic vote, a review of the feedback from Council members must be placed on the agenda. This is not meant to replace regular or emergency meetings.</p> <p data-bbox="966 430 1356 457">ARTICLE VIII – RULES OF ORDER</p> <p data-bbox="820 504 1485 604">The rules of parliamentary procedure, as laid down in Robert’s Rules of Order, shall govern all meetings of the Council and its standing and special committees.</p> <p data-bbox="893 682 1421 745">ARTICLE IX – AMENDMENTS, ALTERATIONS, ANNULMENTS, SUSPENSION</p> <p data-bbox="820 787 1502 1386">Section 1 Proposals for amendments, alterations, annulments, or suspension of the Constitution of the Council shall be submitted in writing to the Secretary, who shall send copies of such proposal(s) to each member of the Council prior to the next regularly scheduled meeting of the Council. The Council by a majority vote of the full Council shall determine if the proposal(s) will be submitted to the general membership of the Oklahoma State University staff for action. This determination shall be made prior to the adjournment of the third consecutive regular meeting of the Council following the original presentation of the proposal(s) to the Council.</p> <p data-bbox="820 1428 1502 1711">Section 2 Proposal(s) for amendments, alterations, annulments, or suspension of the Constitution that have been approved by a majority of the full Council shall be submitted to the staff for vote. Passage or failure of such amendments, alterations, annulments, or suspensions shall be determined by a majority of votes cast.</p>



STAFF ADVISORY COUNCIL

Oklahoma State University

BYLAWS

"The council that's working for you."

CURRENT VERSION	PROPOSED DRAFT
<p>I. PURPOSE The Board of Regents has designated the President of the University as the chief executive officer of all University departments. Incident to the discharge of such responsibilities, the President, Board of Regents for the A&M Colleges, and Oklahoma State University (OSU) staff established a staff council, which serves as a representative body for all staff employees. Said council serves in an advisory role in the development and implementation of policies and procedures directed toward:</p> <ul style="list-style-type: none"> A. The facilitation of communication and cooperation between University officials and staff personnel, B. The promotion of high morale and well-being of the staff, C. The determination of working conditions, and D. The professional welfare of the staff. <p>Pursuant to the authority vested in the Staff Advisory Council constitution, as approved by the Board of Regents, the President, the OSU staff, and the Staff Advisory Council, hereinafter referred to as "the Council", has established the following Bylaws to provide the means by which its purposes may be achieved.</p> <p>II. MEMBERSHIP The minimum number of representatives on the Council shall be twenty-one; the maximum number shall be twenty-seven. The University President, Vice-Presidents, Associate Vice Presidents, Assistant Vice Presidents, faculty members, contractual labor, or student employees (including GRAs and GTAs) of the University shall not be eligible for election to the Council. Representatives on the Council shall be allocated as follows:</p>	<p>I. PURPOSE The Board of Regents has designated the President of the University as the chief executive officer of all University departments. Incident to the discharge of such responsibilities, the President, Board of Regents for the A&M Colleges, and Oklahoma State University (OSU) staff established a staff council, which serves as a representative body for all staff employees. Said council serves in an advisory role in the development and implementation of policies and procedures directed toward:</p> <ul style="list-style-type: none"> A. The facilitation of communication and cooperation between University officials and staff personnel, B. The promotion of high morale and well-being of the staff, C. The determination of working conditions, and D. The professional welfare of the staff. <p>Pursuant to the authority vested in the Staff Advisory Council constitution, as approved by the Board of Regents, the President, the OSU staff, and the Staff Advisory Council, hereinafter referred to as "the Council", has established the following Bylaws to provide the means by which its purposes may be achieved.</p> <p>II. MEMBERSHIP Representatives on the Council shall be allocated as follows:</p>

CURRENT VERSION	PROPOSED DRAFT
<p>A. Nine non-exempt (administrative/professional) members.</p> <p>B. Nine exempt (classified) members.</p> <p>C. Nine at-large (non-exempt and/or exempt) members.</p>	<p>A. Nine (9) non-exempt ("classified") members.</p> <p>B. Nine (9) exempt ("administrative/professional") members.</p> <p>C. Nine (9) at-large (non-exempt and/or exempt) members.</p>
<p>An updated list of seats and the members occupying those seats will be maintained by the Chair of the Rules and Procedures Committee with a second copy in the possession of the Secretary of the Council.</p>	<p>Membership categories are based on OSU Policy #3-0713 Attendance and Leave for Staff which can be accessed at https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents/Attendance%20and%20Leave%20for%20Staff.pdf</p>
<p>III. NOMINATION PROCEDURES</p>	<p>III. NOMINATION PROCEDURES</p>
<p>A. Nominations of candidates for election shall be made in writing to the Secretary of the Council during the published filing period which concludes at least twenty-one days prior to the date of the annual election.</p>	<p>An updated list of seats and the members occupying those seats will be maintained by the Chair of the Rules and Procedures Committee and the Secretary of the Council.</p>
<p>B. Only those persons employed on a permanent basis (50% time or more and benefits eligible) may be nominated for election to a seat on the Council.</p>	<p>A. Nominations shall be submitted on the form provided by the Council to each eligible voting staff employee.</p>
<p>C. All nominations must have the consent of the nominee and shall be validated by the signature of the nominator, nominee's supervisor, and the nominee.</p>	<p>B. Self-nominations shall be accepted and shall be validated by the signature of the nominee and the nominee's supervisor.</p>
<p>D. Self-nominations shall be accepted and shall be validated by the signature of the nominee and the nominee's supervisor.</p>	<p>C. Council members whose terms are expiring and who are eligible for re-election shall automatically be nominated for the position; unless they notify the chair that they decline the re-nomination.</p>
<p>E. Nominations shall be submitted on the form provided by the Council to each eligible voting staff employee.</p>	<p>D. In the event that no nominations are received to replace a member whose term is expiring, the Council will follow the procedures set forth in Section VIII A of the Bylaws concerning the filling of vacancies.</p>
<p>F. Council members whose terms are expiring and who are eligible for re-election shall automatically be nominated for the position; unless they notify the chair that they decline the re-nomination.</p>	<p>IV. ANNUAL ELECTIONS</p>
<p>G. In the event that no nominations are received to replace a member whose term is expiring, the Council will follow the procedures set forth in Section VIII A of the Bylaws concerning the filling of vacancies.</p>	

CURRENT VERSION	PROPOSED DRAFT
<p>IV. ANNUAL ELECTIONS</p> <p>A. Elections shall be held annually by ballot and shall be completed prior to the regular meeting of the Council in May of each year.</p> <p>B. A voting period of two weeks shall be set by the Rules & Procedures Committee with the approval of the Council.</p> <p>C. The annual election shall be conducted under the jurisdiction of the Council's Rules and Procedures Committee. The Committee will resolve tie votes by lot, and certify the results to the Council at the Council's regular meeting in May.</p> <p>D. The Council shall provide to each eligible staff employee a list of nominees for all positions with instructions about how to complete the ballot during the voting period.</p> <p>E. There shall not be alternates for any membership position on the Council.</p>	<p>A. One-third of the membership shall be elected each year consisting of three (3) exempt staff, three (3) non-exempt staff, and three (3) at-large staff (may be either exempt or non-exempt.)</p> <p>B. The annual election shall be conducted under the jurisdiction of the Council's Rules and Procedures Committee.</p> <p>C. The Council shall provide to each eligible staff employee a list of nominees for all positions with instructions about how to complete the ballot during the voting period.</p> <p>D. A voting period of two (2) weeks shall be set by the Rules & Procedures Committee with the approval of the Council.</p> <p>E. The Rules & Procedures Committee will resolve tie votes by lot, and certify the results to the Council at the Council's regular meeting in May.</p>
<p>V. ASSUMPTION OF OFFICE</p> <p>A. Council members shall assume their duties at the beginning of the first regularly scheduled Council meeting in June.</p> <p>B. The officers of the Council shall be elected from the membership of the Council at the regular June meeting of each year. Any Council officer whose term expires after the regular May meeting shall remain in office as a non-voting member until their officer position is filled.</p>	<p>V. ASSUMPTION OF OFFICE</p> <p>A. Council members shall assume their duties at the first regularly scheduled Council meeting in June.</p> <p>B. The officers of the Council shall be elected from the membership of the Council at the regular June meeting of each year. Any Council officer whose term expires after the regular May meeting shall remain in office as a non-voting member until their officer position is filled.</p>
<p>VI. TERM OF OFFICE</p> <p>A. The term of office for members of the Council shall be one three-year period. One-third of the membership shall be elected each year consisting of three exempt staff, three non-exempt staff, and three at-large staff (may be either exempt or non-exempt.)</p> <p>B. Members of the Council may be elected to no more than two terms in succession; however,</p>	<p>VI. TERM OF OFFICE</p> <p>Members of the Council may be elected to no more than two (2) terms in succession; however,</p> <p>1. A member may serve any number of disconnected terms after a break in service.</p>

CURRENT VERSION	PROPOSED DRAFT
<ol style="list-style-type: none"> 1. A member may serve any number of disconnected terms after a break in service. 2. Elected terms of less than three (3) years shall count as a three-year (3-year) term. 3. Positions filled by appointment will not count as an elected term. 	<ol style="list-style-type: none"> 2. Elected terms of less than three (3) years shall count as a three-year (3-year) term. 3. Positions filled by appointment will not count as an elected term.
<p>VII. VACANCIES AND REMOVAL</p> <p>A. Officer vacancies:</p> <ol style="list-style-type: none"> 1. Vacancies in the position of Chair shall be filled by the Vice-Chair who shall serve out the term. 2. Vacancies in the Office of Vice-Chair, Secretary or Treasurer shall be filled by an election of the Council. <p>B. Member Vacancies: Member vacancies may occur when a member terminates employment with Oklahoma State University, changes employment which affects the member classification, or resigns from the Council. To provide continuity, a member who changes employment position, which affects the member classification, may retain his/her council seat until the next regular election.</p> <p>C. A seat shall be declared vacant by the Council Chair in the event a member of the Council has a total four absences from Council meetings within one Council year (July – June).</p> <p>D. By a two-thirds vote of the representatives present at any meeting of the council, the name of a standing committee chair may be placed on the agenda for removal from office at the next meeting. The chair in question must be notified by the Executive Board at least 14 days prior to the date of the meeting at which dismissal action is scheduled to be taken. Such notification shall include a statement of charges against the chair. The chair in question may request a postponement of action</p>	<p>VII. REMOVAL FROM OFFICE</p> <p>A. Executive Officer: By a two-thirds (2/3) vote of the representatives present at any meeting of the Council, the name of an Executive Officer may be placed on the agenda for removal from office at the next meeting.</p> <p>The officer in question must be notified by the Executive Team at least fourteen (14) days prior to the date of the meeting at which dismissal action is scheduled to be taken. Such notification shall include a statement of charges against the officer.</p> <p>The officer in question may request a postponement of action that must be upheld by a majority vote of the Council, but in no case may postponement be granted for more than one (1) meeting following the originally scheduled dismissal action. The officer in question shall be allowed to speak to the Council at the next meeting.</p> <p>Dismissal action shall be by paper ballot and shall be by two-thirds (2/3) of the representatives present. An officer that has been removed from office under this provision retains his/her position on the Council.</p> <p>B. Standing Committee Chair By a two-thirds (2/3) vote of the representatives present at any meeting of the Council, the name of a standing committee chair may be placed on the agenda for removal from office at the next meeting.</p> <p>The chair in question must be notified by the Executive Officers at least fourteen (14) days prior to the date of the meeting at which dismissal action is scheduled to be taken.</p>

CURRENT VERSION	PROPOSED DRAFT
<p>that must be upheld by a majority vote of the council, but in no case may postponement be granted for more than one meeting following the originally scheduled dismissal action. The chair in question shall be notified to speak to the council at the next meeting. Dismissal action shall be by paper ballot and shall be by two-thirds of the representatives present. A chair that has been removed from office under this provision retains his/her position on the council.</p> <p>VIII. FILLING OF VACANCIES</p> <p>A. Whenever a position vacancy occurs, the Chair shall request of eligible candidate(s) from the Executive Committee, to be placed in nomination to fill the unexpired term of the vacant seat(s). The Chair shall appoint one person from the names of those placed in nomination for the vacant membership position, following majority approval by the membership of the Council at the next regular meeting.</p> <p>B. Any position declared vacant by the Chair due to four consecutive absences of a Council member, shall be filled by the procedure outlined in Article VIII Section A, or the Council member so affected may be reinstated to his or her vacant seat by submitting a written request for reinstatement to the Council.</p> <p>IX. MEETINGS</p> <p>A. Regular meetings of the Council shall normally be held on the second Wednesday of each month at a time and place designated by the Chair. The August meeting shall be on the first Wednesday of the month. Additional regular meetings or non-standard meeting dates may be scheduled by the Chair. Notices of such meetings shall be furnished to members five working days prior to the meeting. The reason for a non-standard meeting date must be stated on the agenda.</p> <p>B. All agenda items shall be submitted to the Council Chair.</p> <p>C. Each member of the Council shall be furnished a copy of each meeting agenda</p>	<p>Such notification shall include a statement of charges against the chair.</p> <p>The chair in question may request a postponement of action that must be upheld by a majority vote of the council, but in no case may postponement be granted for more than one (1) meeting following the originally scheduled dismissal action. The chair in question shall be notified to speak to the Council at the next meeting.</p> <p>Dismissal action shall be by paper ballot and shall be by two-thirds (2/3) of the representatives present. A chair that has been removed from office under this provision retains his/her position on the council.</p> <p>VIII. FILLING OF VACANCIES</p> <p>A. Officer Vacancies:</p> <ol style="list-style-type: none"> 1. Vacancies in the position of Chair shall be filled by the Vice-Chair who shall serve out the term. 2. Vacancies in the Office of Vice-Chair, Secretary or Treasurer shall be filled by an election of the Council. <p>B. Member Vacancies:</p> <ol style="list-style-type: none"> 1. Whenever a member vacancy occurs , the position shall be filled by the procedure outlined in Article II, Section 4 of the Constitution. 2. A Council member whose seat has been declared vacant by the Executive Team (see Constitution Section 3-C) may petition to be reinstated to his or her seat by submitting a written request for reinstatement to the Executive Team. If the Executive Team concurs with the request for reinstatement, the request must be sustained by a three-fourths (3/4) vote of approval of the Council at

CURRENT VERSION	PROPOSED DRAFT
<p>at least three working days prior to the Council meeting.</p> <p>D. Special meetings of the Council may be called by the Chair of the Council or by any five members of the Council provided notice of time and meeting place is provided to each member, and each member has sufficient time to reach the place of meeting. A majority of the Council members shall approve of the meeting when it is called to order.</p> <p>E. Any regular or special meeting of the Council shall be open to the public.</p> <p>F. Any person who is not an elected or appointed member of the Council's committees shall be allowed to address the Council and to participate in discussion of Council matters, provided that person submits a written request to the Chair to be placed on the agenda and that such request is received by the Secretary at least five working days prior to the Council meeting.</p> <p>G. Any person, who is not an elected or appointed member of the Council or one of the Council's committees and who has not requested to be placed on the agenda, shall be allowed to address the Council and to participate in discussion of Council matters after a majority vote of the members of the Council who are present.</p> <p>H. Non-members of the Council or of a Council's Committee who are allowed to address the Council shall be limited to five minutes to present their views or state their position in any matter under Council consideration. A request for extension of time may be granted by a majority vote of the members of the Council who are present.</p> <p>I. Voting by email or other electronic service: The Chair may call a vote by email or other electronic service. Such calls of vote are to be reserved for issues of importance. This may arise, for example, when a response is needed for an issue with a deadline prior to the regular, monthly Council general</p>	<p>the next regularly scheduled Council meeting.</p> <p>If the affected Council member does not request reinstatement or if three-fourths (3/4) vote of the Council does not sustain the request for reinstatement, the seat shall be filled in accordance with Article II, Section 4 of the Constitution.</p> <p>IX. MEETINGS</p> <p>A. The August meeting shall be on the first Wednesday of the month.</p> <p>B. Additional regular meetings or non-standard meeting dates may be scheduled by the Chair. Notices of such meetings shall be furnished to members five (5) working days prior to the meeting. The reason for a non-standard meeting date must be stated on the agenda.</p> <p>C. Each member of the Council shall be furnished a copy of each meeting agenda at least three (3) working days prior to the Council meeting.</p> <p>D. The order of business for each Council meeting generally should include:</p> <ul style="list-style-type: none"> • Call to Order • Roll Call • Approval of Minutes • Approval of Agenda • Presentations/Guest Speakers • Treasurer's Report • Branch Campus Reports • Report of Standing Committees • Report of University Committees • Officer Reports • Unfinished Business • New Business • Announcements • Adjournment

CURRENT VERSION	PROPOSED DRAFT
<p>meeting. To be authorized, the motion must receive a two-thirds vote of approval from the Executive Committee. All Council members must be sent notice of the impending vote. An affirmative vote from at least two-thirds of the Council members is required for adopting measures by such a call of vote. The Secretary will keep copies of all correspondence regarding the voting. During the first Council meeting following the electronic vote, a review of the feedback from Council members must be placed on the agenda. This is not meant to replace regular or emergency meetings.</p> <p>X. BRANCH CAMPUS (EX-OFFICIO MEMBERSHIP)</p> <p>A. At the discretion of the local branch, ex-officio members (one per campus) may be appointed to represent the respective staff constituencies assigned to each OSU branch campus.</p> <p>B. The presiding officer of the staff council/association of each branch campus shall appoint an ex-officio member to represent their respective campus on the Council. The appointment shall be made in writing to the OSU Council Chair immediately following the branch campus annual meeting. The term on the Stillwater Council will end June, 30th of each year.</p> <p>C. Ex-officio members shall be appointed annually, and those appointed shall not carry faculty status at their assigned campus. Successive ex-officio appointment may not exceed six years representation on the Stillwater Council.</p> <p>D. Ex-officio members shall have no official voting status on the Stillwater Council.</p> <p>XI. MEETING AGENDA The order of business for each Council meeting generally should include:</p> <p>A. Call to Order</p> <p>B. Roll Call</p>	<p>E. Any person who is not an elected or appointed member of the Council's committees shall be allowed to address the Council and to participate in discussion of Council matters, provided that person submits a written request to the Council Chair to be placed on the agenda for the next Council Meeting. All such requests must specify the subject matter to be addressed and must be received by the Secretary at least five (5) working days prior to the Council meeting.</p> <p>F. Any person, who is not an elected or appointed member of the Council or one of the Council's committees and who has not requested to be placed on the agenda, shall be allowed to address the Council and to participate in discussion of Council matters after a majority vote of the members of the Council who are present.</p> <p>G. Non-members of the Council or of a Council's Committee who are allowed to address the Council shall be limited to five (5) minutes to present their views or state their position in any matter under Council consideration. A request for extension of time may be granted by a majority vote of the members of the Council who are present.</p> <p>X. BRANCH CAMPUS (EX-OFFICIO MEMBERSHIP)</p> <p>E. The presiding officer of the staff council/association of each branch campus shall notify the OSU Council Chair of their ex-officio appointment immediately following the branch campus annual meeting. The term on the Stillwater Council will end May 31st of each year.</p> <p>F. Ex-officio members shall not carry faculty status at their assigned campus. Successive ex-officio</p>

CURRENT VERSION	PROPOSED DRAFT
<p>C. Approval of Minutes</p> <p>D.</p>	<p>appointment may not exceed six (6) years representation on the Stillwater Council.</p>
<p>Approval of Agenda</p>	<p>G. Ex-officio members shall have no official voting status on the Stillwater Council.</p>
<p>E. Presentations/Guest Speakers</p>	
<p>F. Treasurer's Report</p>	
<p>G. Branch Campus Reports</p>	<p>XI. DUTIES OF OFFICERS AND MEMBERS OF COUNCIL</p>
<p>H. Report of Standing Committees</p>	
<p>I. Report of University Committees</p>	<p>A. Council Chair</p>
<p>J. Officer Reports</p>	<ul style="list-style-type: none"> • Shall fulfill all duties of their office specified in the Constitution.
<p>K. Unfinished Business</p>	<ul style="list-style-type: none"> • Shall forward resolutions approved by the Council to the President or other designated University Administrator within fifteen (15) days following Council approval. The Chair must inform the Council at the next Council meeting that the action has been forwarded. A signed copy of the correspondence will be provided to the Secretary, the appropriate committee chair, and the Council representative that brought forth the recommendation.
<p>L. New Business</p>	<ul style="list-style-type: none"> • Shall ensure responses received on resolutions submitted to the President or other appropriate University Administrator are read in the minutes at the next Council meeting following receipt of such response.
<p>M. Announcements</p>	<ul style="list-style-type: none"> • Shall nominate representatives to University-level standing committees or councils that allow staff participation; consultation with the Council on these occasions precedes nominations.
<p>N. Adjournment</p>	<ul style="list-style-type: none"> • Shall prepare all meeting agendas.
<p>XII. MEETING PROCEDURES</p>	<ul style="list-style-type: none"> • Shall maintain any listserv list currently in use or one that is developed to communicate with the staff.
<p>A. The rules of parliamentary procedure, as specified in Robert's Rules of Order, shall govern all meetings of the Council and its standing and special committees.</p>	<ul style="list-style-type: none"> • Shall prepare an annual report, which sets out recommendations made to the President or other designated University Administrators, and their response. Disseminates information contained in the report to all university exempt and non-exempt staff.
<p>B. A majority of members of the Council must be present to constitute a quorum authorized to discuss business at any regular or special meeting of the Council. If during the course of a Council meeting the number of members present falls below the majority of eligible membership, the meeting shall be recessed until such members are present.</p>	
<p>C. Voting by Council membership shall be by voice vote, show of hands, or ballot as deemed necessary by the Chair.</p>	
<p>XIII. OFFICERS OF THE COUNCIL</p>	
<p>The officers of the Council shall be the Chair, Vice-Chair, Secretary, Treasurer and, if necessary, the Chair Pro Tempore. The duties of the officers shall be those implied by their titles and as specified in these Bylaws.</p>	
<p>A. Chair</p>	

CURRENT VERSION	PROPOSED DRAFT
<ol style="list-style-type: none"> 1. Presides at all meetings of the Council and appoints standing and special committees in consultation with the Council members. 2. Conducts official correspondence relating to the business of the Council as authorized and directed by the Council. Resolutions approved by the Council will be forwarded to the President or other designated University Administrator within fifteen days following Council approval and the Chair informs the Council at the next Council meeting that the action has been forwarded. A signed copy of the correspondence will be provided to the Secretary, the appropriate committee chair, and the Council representative that brought forth the recommendation. 3. Nominates representatives to University-level standing committees or councils that allow staff participation; consultation with the Council on these occasions precedes nominations. 4. Prepares all meeting agendas. 5. Maintains any listserv list currently in use or one that is developed to communicate with the staff. 6. Prepares an annual report, which sets out recommendations made to the President or other designated University Administrators, and their response. 7. Disseminates information contained in the annual report to all University Exempt and Non-exempt staff. 8. Ensures responses received on resolutions submitted to the President or other appropriate 	<ol style="list-style-type: none"> B. Vice-Chair <ul style="list-style-type: none"> • Shall fulfill all duties of their office specified in the Constitution. • Serve as the chair of the Distinguished Service Award Subcommittee • Serve as chair of the Scholarship Subcommittee. C. Secretary <ul style="list-style-type: none"> • Shall fulfill all duties of their office specified in the Constitution. • Shall arrange for meeting rooms for all Council related meetings. • Shall compile a list of names, addresses, and telephone numbers of Council members. • Shall assist the Chair with maintaining any listserv list currently in use or one that is developed to communicate with the staff. D. Treasurer <ul style="list-style-type: none"> • Shall fulfill all duties of their office specified in the Constitution. • Shall disperse funds as authorized by the Council and Executive Team. • Shall follow all University Accounting policies and procedures. E. Council Members <ul style="list-style-type: none"> • Shall attend monthly meetings • Shall attend and participate on assigned standing committee: • Shall agree to chair a standing committee if asked by the Council Chair. • Shall forward constituent concerns to the Council Chair for review and discussion by the Council. • Shall attend and participate on special committee(s) when assigned and/or volunteered. • Shall assist with special functions sponsored by the Council. • Optional: Shall serve as a Staff representative on University wide committees. The Council Chair will request volunteers from the Council and

CURRENT VERSION	PROPOSED DRAFT
<p>University Administrator are read in the minutes at the next Council meeting following receipt of such response.</p> <p>B. Vice-Chair</p> <ol style="list-style-type: none"> 1. The Vice-Chair assumes the duties of the Chair in his/her absence, and in the event of a vacancy in the Chair (other than by expiration of term) succeeds him or her as Chair. 2. The Vice-Chair will serve as the chair of the Distinguished Service Award Subcommittee and the Scholarship Subcommittee. 3. Other duties shall be directed to the Vice-Chair at any time by the Chair. <p>C. Secretary</p> <ol style="list-style-type: none"> 1. Composes full minutes, resolutions and/or proceedings of regular and special meetings and routes them to the Chair. 2. Keeps attendance records of all members at meetings of the Council. 3. Certifies that a quorum is present in order to conduct the official business of the Council. 4. Arranges for meeting rooms for all Council related meetings. 5. Compiles a list of names, addresses, and telephone numbers of Council members. 6. Conducts correspondence as directed by the Chair. 7. Assist the Chair with maintaining any listserv list currently in use or one that is developed to communicate with the staff. <p>D. Treasurer</p> <ol style="list-style-type: none"> 1. Is entrusted with custody of Council funds. 	<p>from the staff at large, as committee seats become available.</p> <ul style="list-style-type: none"> • Optional: Shall attend Faculty Council meetings (as assigned by the SAC President) and provide a report at the next Staff Advisory Council meeting. <p>XII. STANDING AND SPECIAL COMMITTEES – POLICIES</p> <ol style="list-style-type: none"> A. Standing committees assist the Council with its functions. B. Standing committees may be established or abolished by a two-thirds (2/3) vote of the Council. C. Each member of the Council, with the exception of the Executive Officers, shall serve on at least one standing committee. The officers of the Council have the option to serve on a standing committee. D. Each member of a standing committee shall be a member of the Council. E. Non-members of the Council with special qualifications may be asked to join in the deliberation of a standing committee, but in no case shall the non-member be allowed to vote. F. Standing committees that have deliberated and reached conclusions to issues and/or topics will present their results to the Council for acceptance and authorization. G. The Chair of each standing committee will present an oral and written annual report at the June Council Meeting. H. Standing Committees shall maintain a record of committee meetings. This record should be made available to each successive committee chair. I. Recommendations submitted by Committees will be coded for ease of referencing and

CURRENT VERSION	PROPOSED DRAFT
<p>2. Disburses funds as authorized by the Council and Executive Board.</p> <p>3. Makes a full financial report annually.</p> <p>4. Makes interim reports as directed by the Council or Executive Board.</p> <p>5. Follows all University Accounting policies and procedures.</p> <p>6. Payment of Council invoices shall be approved by the Treasurer and /or Chair.</p> <p>E. Chair Pro Tempore In the absence of the Chair and the Vice-Chair from any official meeting of the Council, the members of the Council shall elect a Chair Pro Tempore to preside at such meetings.</p> <p>F. Parliamentarian The Chair of the Rules and Procedures Committee of Council shall function in the role of the Parliamentarian during regular Council meetings to insure that Robert's Rules of Order are followed, and that all actions taken by the council are in compliance with the Constitution and bylaws of the Council.</p>	<p>tracking. The code will be the year-month-day, followed by which committee made the recommendation (PB, PR, RP, PA), and the recommendation number (1, 2, 3, etc.). Revisions to the recommendation would be indicated by adding the appropriate alphabetic letter to the number.</p> <p>J. Membership of special committees shall consist of, but are not limited to, one member of the Council.</p> <p>K. Reports of special committees shall be made to the Council for action.</p>
<p>XIV. STANDING COMMITTEE - POLICIES</p> <p>A. Standing committees assist the Council with its functions.</p> <p>B. The Chair of each standing committee will present an oral and written annual report at the June Council Meeting.</p> <p>C. Standing committees may be established or abolished by a two-thirds vote of the Council.</p> <p>D. Each member of the Council, with the exception of the Chair, Vice-Chair, Secretary and Treasurer shall serve on at least one standing committee. The officers</p>	<p>XIII. STANDING COMMITTEES</p> <p>A. Executive Committee This committee shall consist of the elected officers of the Council (Chair, Vice-Chair, Secretary, and Treasurer) and the Chairs of the standing committees.</p> <p>This committee shall be responsible for Council policy and input as needed in the interim between Council meetings.</p> <p>Rules and Procedures Committee The functions of this committee shall include, but are not limited to, the following:</p> <ol style="list-style-type: none"> 1. The Chair shall function in the role of the Parliamentarian during regular Council meetings to insure that Robert's Rules of Order are followed, and that all actions taken by the council are in compliance with the Constitution and Bylaws of the Council. 2. Reviewing the Bylaws with Council members at the July Council meeting. 3. Preparing amendments and revisions to the Council Constitution and Bylaws.

CURRENT VERSION	PROPOSED DRAFT
<p>of the Council may have the option to serve on a standing committee.</p> <p>E. Each member of a standing committee shall be a member of the Council.</p> <p>F. The term of membership on a standing committee shall begin in July and shall continue for one year. Members of committees may succeed themselves upon reappointment by the Chair.</p> <p>G. The Chair of each standing committee shall be appointed by the Chair of the Council with the advice of the Executive Committee.</p> <p>H. Each standing committee may select a secretary for the committee from its membership.</p> <p>I. All standing committee members shall be subject to the call of their respective Chair.</p> <p>J. There shall be an equal division of member representatives on a standing committee.</p> <p>K. Non-members of the Council with special qualifications may be asked to join in the deliberation of a standing committee, but in no case shall the non-member be allowed to vote.</p> <p>L. Standing committees that have deliberated and reached conclusions to issues and/or topics will present their results to the Council for acceptance and authorization.</p> <p>M. Standing Committees shall maintain a record of committee meetings. This record should be made available to each successive committee chair.</p> <p>N. Recommendations submitted by Committees will be coded for ease of referencing and tracking. The code will be the year-month-day, followed by which committee made the recommendation (PB, PR, RP, PA), and the recommendation number (1, 2, 3, etc.). Revisions to the recommendation would be indicated by adding the appropriate alphabetic letter to the number.</p>	<p>4. Preparing regulations for elections and the conducting and supervising of such elections.</p> <p>5. Recommending the creation or abolishment of standing and special committees.</p> <p>6. Recommending procedures for staff participation in the government of the University.</p> <p>C. Staff Policies, Benefits, and Budget Committee The functions of this committee include, but are not necessarily limited to:</p> <ol style="list-style-type: none"> 1. Reviewing current fringe benefit and personnel policies. 2. Making recommendations for policy changes that affect staff employees. 3. Proposing new benefits and personnel policies that would be beneficial for staff employees. <p>D. Communications Committee The functions of this committee include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Keeping the University community informed of all activities of the Council through whatever channels of communication are deemed necessary. 2. Maintaining the Council web page. 3. Posting pertinent information to social media sites. <p>E. Awards and Recognition Committee The functions of this committee include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Developing and implementing policies and procedures related to the presentation of annual awards and recognition of staff members of Oklahoma State University.

CURRENT VERSION	PROPOSED DRAFT
<p>XV. STANDING COMMITTEES</p> <p>Rules and Procedures Committee Four or more members of the Council shall constitute the Rules and Procedures Committee. The Rules and Procedures Committee's functions shall include, but are not limited to, the following:</p> <ol style="list-style-type: none"> 1. Reviewing of the bylaws at the July Council meeting. 2. Preparing amendments to the Council Constitution and Bylaws. 3. Preparing regulations for elections and the conducting and supervising of such elections. 4. Recommending the creation or abolishment of standing and special committees. 5. Recommending procedures for staff participation in the government of the University. <p>Staff Policies, Benefits, and Budget Committee Four or more members of the Council shall constitute the Staff Policies, Benefits, and Budget Committee. The functions of this committee include, but are not necessarily limited to:</p> <ol style="list-style-type: none"> 1. Reviewing current fringe benefit and personnel policies. They may also propose new policies. 2. Making recommendations for proposed changes as they affect staff employees, and reporting to the Council for action. <p>Public Relations Committee Four or more members of the Council shall constitute the Public Relations Committee. The functions of this committee include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Keeping the University community informed of all activities of the Council through whatever channels of 	<ol style="list-style-type: none"> 2. Administering the nomination and selection process for such awards. 3. Conducting the awards presentations. 4. Responsibility for other awards and recognition of staff as such arises. <p>F. Fundraising Committee The functions of this committee include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Developing and implementing fundraising projects for specific Council functions and projects. <p>XIV. AD HOC COMMITTEES</p> <p>A. Distinguished Service Award Committee</p> <ol style="list-style-type: none"> 1. This committee is responsible for the nomination process and selection of the Distinguished Service Award Recipients. 2. Membership shall consist of the Council Vice-Chair, the Chair of the Awards & Recognition Committee and one (1) member from each of the standing committees of the Council. 3. The Vice-Chair shall serve as Chair of this subcommittee. <p>B. Scholarship Subcommittee:</p> <ol style="list-style-type: none"> 1. This subcommittee is responsible for activities associated with the Council scholarship program. 2. Membership shall consist of the Council Vice-Chair, one (1) member from each of the standing committees of the Council, and any outside, non-council members the Vice-Chair deems reasonable. 3. The Vice-Chair shall serve as Chair of this subcommittee.

CURRENT VERSION	PROPOSED DRAFT
<p>communication are deemed necessary.</p> <p>2. Maintaining the Council web page.</p> <p>Awards and Recognition Committee This committee shall consist of four or more members of the Council. The functions of this committee include, but are not limited to:</p> <p>1. The Committee shall be responsible for policies and procedures related to the presentation of annual awards and recognition of staff members of Oklahoma State University.</p> <p>2. This Committee shall administer the nomination and selection process and conduct the awards presentations.</p> <p>3. The-Awards and Recognition Committee will be responsible for other awards and recognition of staff as such arises.</p> <p>a. Distinguished Service Award Subcommittee: This sub-committee is responsible for the nomination process and selection of the Distinguished Service Award Recipients. Membership shall consist of the Vice-Chair, the Chair of the Awards & Recognition Committee and one member from each of the standing committees of the Council. The Vice-Chair shall serve as Chair of this subcommittee.</p> <p>b. Scholarship Subcommittee: This subcommittee is responsible for activities associated with the Council scholarship. Membership shall consist of the Vice-Chair of the Council, one member</p>	<p>4. The duties of this subcommittee shall include but are limited to:</p> <p>a. Drafting scholarship application forms – the application form used shall be submitted for review and approval by the May meeting of the Council.</p> <p>b. Advertising the scholarship – advertising of the scholarship’s availability shall begin no later than July 1 of the calendar year.</p> <p>c. Administering the scholarship award – the subcommittee shall determine eligibility criteria, confirm eligibility of the applicants, select recipients, and supervise the dispersal of monies.</p> <p>XV. Amendments of Bylaws</p> <p>These Bylaws may be amended by a majority vote of Council members present at a regular Council meeting, provided the proposed revision(s) have been submitted in writing at a regular meeting of the Council at least one month prior to voting.</p>

CURRENT VERSION

PROPOSED DRAFT

from each of the standing committees of the Council, and any outside, non-council members the Vice-Chair deems reasonable. The Council Vice-Chair shall serve as Chair of this subcommittee. The duties of this subcommittee shall include but not be limited to:

- i. Drafting scholarship application forms – the application form used shall be submitted for review and approval by the May meeting of the Council.
- ii. Advertising the scholarship – advertising of the scholarship’s availability shall begin no later than July 1 of the calendar year.
- iii. Administering the scholarship award – the subcommittee shall determine eligibility criteria, confirm eligibility of the applicants, select recipients, and supervise the dispersal of monies.

Executive Committee

This committee shall consist of the elected officers of the Council (Chair, Vice-Chair, Secretary, and Treasurer) and the Chairs of the standing committees. This committee shall be responsible for Council policy and input as needed in the interim between Council meetings.

CURRENT VERSION	PROPOSED DRAFT
<p>XVI. SPECIAL OR AD HOC COMMITTEES</p> <p>A. Special or ad hoc committees may be created by the Council at any time it is deemed necessary to consider particular problems, issues and/or concerns of the Staff.</p> <ol style="list-style-type: none"> 1. Membership of special committees shall consist of, but are not limited to, one member of the Council. 2. Terms of special committees shall not exceed one year. 3. Reports of special committees shall be made to the Council for action. 4. Special committee Chairs shall be appointed by the Chair of the Council with the advice and consent of the Council membership. <p>XVII. Amendments of Bylaws</p> <p>The Bylaws may be amended by a majority vote of Council members present at a regular Council meeting, provided the proposed revision(s) have been submitted in writing at a regular meeting of the Council at least one month prior to voting.</p>	