



Staff Advisory Council

NOMINATION INSTRUCTIONS

Nominations of candidates for election must be made in writing at least fourteen (14) days prior to the date annual elections open using the published forms. OSU Stillwater staff employed on a permanent basis (50% time or more and benefits eligible) may be nominated for election to a seat on the Council. 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 not be eligible for election to the Council (as per SAC Constitution). Self-nominations will be accepted, provided they are made on the appropriate form. All nominations must have the consent of the nominee and their supervisor; and all nominations must be validated by the signature of the nominator, the nominee, and the nominee's supervisor.

Other rules governing the Elections:

1. OSU Stillwater eligible staff as stated above may make nominations for any open Council seat (listed below);
2. Electronic submissions of nominations will be accepted; and
3. Incomplete nominations will be disqualified by the Chair of the Rules, Policies & Procedures Committee.

NOMINATION DEADLINE:
Monday, April 15, 2019 at 5:00
p.m.

(Nominations received after this timeline will not be accepted)

SEND COMPLETED NOMINATION TO:

Staff Advisory Council Elections

Michelle Stewart

Rules, Policies & Procedures

Committee Chair 201 ATRC

or electronically to:

[michelle.d.stewart@okstate.e](mailto:michelle.d.stewart@okstate.edu)

[du](mailto:michelle.d.stewart@okstate.edu)

Council Seats Open for Nomination Are:

Nine (9) At-Large Seats: Three Year Term (2019-2022)



Staff Advisory Council

MEMBER INFORMATION & RESPONSIBILITIES

General Information

- Newly Elected members are inducted onto the Council at the June meeting each year.
- Newly Appointed members are inducted onto the Council immediately following the vote by the Council.
- All Staff Advisory Council meetings are conducted in accordance with the Oklahoma Open Meeting and Records Acts.
- Council members may appear in photographs or videos taken at Council Meetings or Events. These photos may be used on the Council website, Facebook page, or in other types of official Council communications.

Unless explicitly communicated to the Council President, Council members agree to release, defend and hold harmless Oklahoma State University and its agents or employees, including any department distributing the finished product or products in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of the video, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, intentionally or otherwise, that may occur or be produced in taking, processing, reduction, or production of the finished product or its distribution.

Duties and Responsibilities

Attend monthly meetings:

- Council members are required to attend monthly meetings of the Council which are held on the second Wednesday of each month, except August. The August meeting is held on the first Wednesday to ease conflicts with the first week of classes.

Attend and participate on assigned standing committee:

- Each Council member will be assigned to one of the standing committees.
- Membership on a committee begins in June and continues for one year.
- Committee members are subject to the call of their respective Chair for meetings. (During a very busy committee time you may expect to meet at least monthly to complete a project.)
- Agree to chair a standing committee if asked by the Council Chair.

Forward constituent concerns to the Council Chair for review and discussion by the Council.

Assist with special functions sponsored by the Council:

- Distinguished Service Awards
- Staff Celebration Day
- Harvest II Food Drive
- Council Fundraising efforts

Attend and participate on special committee(s) when assigned and/or volunteered:

Optional:

- Serve as a Staff representative on University-wide committees. The Council Chair will request volunteers from the Council and from the staff at large, as committee seats become available.
- Attend Faculty Council meetings (as assigned by the SAC President) and provide a report at the next Staff Advisory Council meeting.



Staff Advisory Council Nomination Form

NOMINATION DEADLINE: Monday, April 15, 2019 at 5:00 pm

THIS SECTION TO BE COMPLETED BY NOMINATOR			
I nominate <i>(Please print)</i>		of the Department	
for election to fill the indicated position on the Staff Advisory Council	AT-LARGE SEAT 3 year term (2019-2022)		
Nominator's Printed Name		Nominator's Phone #	
Nominator's Signature			
Why are you nominating this person to represent OSU staff on the Staff Advisory Council?			
THIS SECTION TO BE COMPLETED BY NOMINEE			
I, the Nominee, consent to my nomination as a representative on the Staff Advisory Council.			
Nominee's Printed Name:		Nominee's Phone #:	
Nominee's Signature			
Nominee's Email:			
<ul style="list-style-type: none">• Please provide information about yourself to support your nomination and describe why you want to serve on the Staff Advisory Council. Limit your response to one (1) typed page. Information from this form will be provided to OSU Stillwater Staff as part of the election information.• Please provide an electronic photo of yourself.			
THIS SECTION TO BE COMPLETED BY NOMINEE'S SUPERVISOR			
Supervisor's Printed Name:		Supervisor's Phone:	
<i>By signing below, the Supervisor of the above named Nominee for OSU Staff Advisory Council Representative understands the duties and obligations of a Council Member and agrees to fully support this Nominee should he/she be elected.</i>			
Signature of Nominee's Supervisor:			



Staff Advisory Council Self-Nomination Form

NOMINATION DEADLINE: Monday, April 15, 2019 at 5:00 pm

THIS SECTION TO BE COMPLETED BY NOMINEE			
I nominate MYSELF for election to fill the indicated position on the Staff Advisory Council	Department:		
	AT-LARGE SEAT 3 year term (2019-2022)		
Nominee's Printed Name:		Nominee's Phone #:	
Nominee's Signature:			
Nominee's Email:			
Why do you want to represent OSU staff on the Staff Advisory Council?			
<ul style="list-style-type: none">• Please provide information about yourself to support your nomination and describe why you want to serve on the Staff Advisory Council. Limit your response to one (1) typed page. Information from this form will be provided to OSU Stillwater Staff as part of the election information.• Please provide an electronic photo of yourself.			
THIS SECTION TO BE COMPLETED BY NOMINEE'S SUPERVISOR			
Supervisor's Printed Name:		Supervisor's Phone:	
<i>By signing below, the Supervisor of the above named Nominee for OSU Staff Advisory Council Representative understands the duties and obligations of a Council Member and agrees to fully support this Nominee should he/she be elected.</i>			
Signature of Nominee's Supervisor:			



Staff Advisory Council Nominee Information Form

NOMINATION DEADLINE: Monday, April 15, 2019 at 5:00 pm

THIS SECTION TO BE COMPLETED BY NOMINEE

Nominee's Printed
Name:

Nominee's
Phone #:

Please provide information about yourself to support your nomination and describe why you want to serve on the Staff Advisory Council. Limit your response to one (1) typed page. Information from this form will be provided to OSU Stillwater Staff as part of the election information.

Large empty rectangular box for the nominee to provide their information and response.