



Staff  
Advisory  
Council

# STAFF ADVISORY COUNCIL

Oklahoma State University

## BYLAWS

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.

### I. NOMINATION PROCEDURES

- A. Nominations shall be submitted on the form provided by the Council to each eligible voting staff employee.
- B. Self-nominations shall be accepted and shall be validated by the signature of the nominee and the nominee’s supervisor.
- 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.
- 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.

### II. ANNUAL ELECTIONS

- A. One-third of the membership shall be elected each year.
- B. The annual election shall be conducted under the jurisdiction of the Council’s Rules and Procedures Committee.
- 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.
- D. A voting period of two (2) weeks shall be set by the Rules & Procedures Committee with the approval of the Council.
- 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.

### III. ASSUMPTION OF OFFICE

- A. Council members shall assume their duties after being sworn in during the first regularly scheduled Council meeting in June.
- 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.

### IV. TERM OF OFFICE

Members of the Council may be elected to no more than two (2) terms in succession; however,

- 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.

### V. REMOVAL FROM OFFICE

#### 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.

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.

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.

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.

#### 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.

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. Such notification shall include a statement of charges against the chair.

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.

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.

## **VI. FILLING OF VACANCIES**

### **A. Officer Vacancies:**

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.

### **B. Member Vacancies:**

1. Whenever a member vacancy occurs the position shall be filled by the procedure outlined in Article II, Section 3 of the Constitution.
2. A Council member whose seat has been declared vacant by the Executive Team 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 the next regularly scheduled Council meeting.
3. 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 3 of the Constitution.

## **VII. MEETINGS**

- A.** The August meeting shall be on the first Wednesday of the month.
- 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.
- 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.

- D. The order of business for each Council meeting generally should include:
- 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
- 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.
- 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.
- 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.

#### **VIII. BRANCH CAMPUS (EX-OFFICIO MEMBERSHIP)**

- A. 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 31<sup>st</sup> of each year.
- B. Ex-officio members shall not carry faculty status at their assigned campus. Successive ex-officio appointment may not exceed six (6) years representation on the Stillwater Council.
- C. Ex-officio members shall have no official voting status on the Stillwater Council.

**IX. DUTIES OF OFFICERS AND MEMBERS OF COUNCIL****A. Council Chair**

- Shall fulfill all duties of their office specified in the Constitution.
- 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.
- 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.
- Shall nominate representatives to University-level standing committees or councils that allow staff participation; consultation with the Council on these occasions precedes nominations.
- Shall prepare all meeting agendas.
- Shall maintain any listserv list currently in use or one that is developed to communicate with the staff.
- 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.

**B. Vice-Chair**

- Shall fulfill all duties of their office specified in the Constitution.

**C. Secretary**

- 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**

- 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**

- Shall attend monthly meetings
- Shall attend and participate on one or more standing committees as assigned by the Chair.
- 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 from the staff at large, as committee seats become available.
- Optional: Shall attend Faculty Council meetings (as assigned by the SAC President) and provide a report at the next Staff Advisory Council meeting.

## **X. STANDING AND SPECIAL COMMITTEES – POLICIES**

- 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 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.
- J.** Membership of special committees shall consist of, but are not limited to, one member of the Council.
- K.** Reports of special committees shall be made to the Council for action.

## XI. STANDING COMMITTEES

### 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. The immediate Past Chair of the Council shall serve as an ex-officio (non-voting) member of the Executive Committee.

This committee shall be responsible for Council policy and input as needed in the interim between Council meetings.

### B. Rules, Policy, and Procedures Committee

The functions of this committee include, but are not necessarily limited to:

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. Maintaining an updated list of seats and the members occupying those seats.
3. Reviewing the Bylaws with Council members at the July Council meeting.
4. Preparing amendments and revisions to the Council Constitution and Bylaws.
5. Preparing regulations for elections and the conducting and supervising of such elections.
6. Recommending the creation or abolishment of standing and special committees.
7. Recommending procedures for staff participation in the government of the University.
8. Reviewing current personnel policies.
9. Making recommendations for policy changes that affect staff employees.

### C. Communications Committee

The functions of this committee include, but are not limited to:

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.

### D. Awards and Recognition Committee

The functions of this committee include, but are not limited to:

1. Developing and implementing policies and procedures related to the presentation of annual awards and recognition of staff members of Oklahoma State University including the Distinguished Service Award.
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.
5. Developing, implementing, and administering policies and procedures related to the Staff Advisory Council Scholarship Program.

### E. Fundraising Committee

The functions of this committee include, but are not limited to:

1. Developing and implementing fundraising projects for specific Council functions and projects.

2. Potential projects may include, but are not limited to: Homecoming Package, Valentine's Day Package, and Staff Parking Space.
3. Recruiting vendors and obtaining donations for Staff Celebration Day.

**F. Events Committee**

The functions of this committee include, but are not limited to:

1. Making all necessary arrangements for the annual Harvest II food drive.
2. Working with the Human Resources Department, as requested, to plan and implement the annual Staff Development Day.
3. Planning and implementing the annual Staff Celebration Day, including but not limited to location, vendor set up, and entertainment.

**XV. Amendments of Bylaws**

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.