

Staff Advisory Council

Bylaws



“The Council that’s working for you.”

For campus:

OSU-Tulsa

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Staff Advisory Council

Bylaws

ARTICLE I

Name

The official name of this organization shall be the OSU-Tulsa Staff Advisory Council, herein referred to as the "Council". This shall be the official name used in the Bylaws, the Mission Statement, and other documents that may be developed.

ARTICLE II

Purpose

The primary purpose of this Council is to provide and facilitate communication between the OSU-Tulsa Administration and staff and to advise the Administration on issues, policies, and procedures affecting OSU-Tulsa staff by:

1. Providing recommendations regarding existing policies and helping develop new policies that will provide for the professional development of the staff.
2. Providing feedback and recommendations on issues affecting staff.
3. Unifying campus staff.
4. Promoting a spirit of excellence by assisting in various campus projects, community service projects, and other public services.
5. Communicating with OSU Staff Advisory Council members, faculty, and student organizations within the OSU system.

ARTICLE III

Members

Section 1. Members. The membership of the Council shall include one representative for every fifteen non-faculty staff who are minimum .75 FTE. The Staff Advisory Council will consist of a minimum of 5 representatives. Representatives will be nominated and elected to represent the staff in a stated location. The number of representatives for districts will be adjusted annually prior to the election process, based on the eligible staff population within each location.

Section 2. Eligibility. Eligibility provisions are as follows:

- A. Voters.** All classified and administrative/professional staff, whether permanent or temporary and who are a minimum .75 FTE or more and are eligible to vote in Council elections.
- B. Nominees.** Any classified or administrative professional employee with a minimum .75 FTE or more classified or administrative/professional employees who have successfully completed no less than three months of continuous employment is eligible for election to a seat on the Council.

Section 3. Nominations. Nomination forms will be sent electronically to voting-eligible employees during April when there are open seats to be filled; nominations shall be returned electronically to the

Chair of the Rules and Procedures Committee by last business day in April. A list of eligible staff at each location will accompany the nomination form.

All nominations shall have the consent of the nominee prior to being submitted electronically. Council members whose terms are expiring and who are eligible for re-election shall be contacted by the Chair of the Rules and Procedures Committee and asked if they wish to seek another term. In the event that no nominations are received, the seat will be declared **VACANT** and filled as outlined in Article III Section 7.

Section 6. Terms.

1. The term of office for members of the Council shall be staggered. In the event the representation within a district may no longer be staggered, nominees for election for that district may be elected for a one, two, or three year term, as necessary. During the transition to the new representation ratio, adjustments may be made in the number of representatives and the length of the terms until the new ratio is achieved, principally through attrition and elections.
2. Members of the Council may be elected to no more than two (2) terms in succession; however, a member may serve any number of disconnected terms, and even though the member has served two (2) terms in succession, the member may from time to time, serve two (2) more terms in succession after a break in service. Terms of less than three (3) years, whether of one (1) or three (3) years duration or fraction thereof, shall count as an elected term. Any member of the Council who terminates employment within the University shall be removed from the Council seat and a vacancy shall be declared.

Section 7. Vacancies. In the event a vacancy occurs, nominations will be solicited. If only one (1) candidate is nominated, the President of Staff Advisory Council (hereinafter referred to as "President") may appoint said candidate to fill the position. If two (2) or more people are nominated, the Council may hold a special election to fill the vacancy, or the President may appoint an individual to fill the vacancy until the next regularly scheduled election.

Section 8. Absences. Staff Council representatives are expected to attend all regularly scheduled meetings. Any member missing more than two (2) consecutive unexcused absences will be notified electronically. These names will be provided by the Council Secretary. Any member missing four (4) consecutive unexcused absences, or five (5) unexcused absences in one fiscal year will default his/her position and the vacancy shall be filled in the manner set forth in these bylaws. Absences do not include: approved leave, as defined in the OSU Policies and Procedures manual that is found on the OSU Stillwater website. If a member cannot attend a regularly scheduled meeting for any reason, he/she shall notify the President or the Secretary prior to the meeting.

Section 9: Participation. All SAC members are encouraged to participate in Staff Advisory Council events.

ARTICLE IV

Officers

Section 1. The elected officers of the Council shall be the President, the President-elect, and the Secretary. The Past-President shall serve a one-year term and shall serve together with the elected officers as a member of the Executive Board.

Section 2. The officers of the Council for the upcoming year shall be elected from the membership of the Council at the final Council meeting of the term.

Section 3. The term of office for each elected officer shall be for one year. Upon completion of the term, the President shall become the Past-President, and the President-elect shall become the President. The Secretary may be elected to serve an additional term if eligible.

President

1. The President of the Council shall preside at all meetings of the Council and shall comply with the obligations imposed upon the Council by the Bylaws as they relate to the administration of the work of the Council. The President shall be a non-voting member of the Council except instances in which a tie vote occurs, at which time the President shall cast the deciding vote.
2. The President of the Council shall serve as a non-voting ex-officio member of all permanent and special committees of the Council, and may attend committee meetings.
3. The President shall conduct official correspondence relating to the business of the Council as authorized and directed by the Council.
4. To provide continuity, the Past-President shall attend Council meetings and serve in an advisory capacity for one (1) year following the completion of the elected term of service. The Past-President may assist with special tasks or projects as requested by the President and shall be a voting member of the Executive Board, the Leadership Committee, and Council. If the President does not complete the elected term, the President-elect shall become President and the Rules and Procedures Committee will conduct an election to identify the new President-elect. If the Past-President's seat is filled, the Past-President shall continue service until the end of the term. If the Past-President's seat is, or becomes vacant, the new President, in consultation with the elected officers, may invite a member to serve as an At-Large member of the Executive Board and the Leadership Committee in order to provide a full complement of members for the remainder of the current term.

President-elect

1. President-elect shall fully participate in the Executive Board and the Leadership Committee in preparation for the coming term as President.
2. The President-elect shall assist the President as requested; in the absence of the President, the President-elect shall assume all the powers and prerogatives of office during the remainder of the absence.

3. The President-elect shall present the recognition award to the outgoing President at the final meeting of the year.

Secretary

1. The duties of the Secretary of the Council shall be to record, maintain, and distribute all resolutions and proceedings of meetings to all Council members. The Secretary of the Council shall keep the roll of members of the Council and the attendance records of members at the meetings of the Council, and the Secretary shall certify that a quorum is present.
2. The Secretary of the Council shall keep the minutes of regular and special meetings of the Council and shall prepare routine correspondence of the Council as requested by the President, excluding that correspondence that the Council directs the President to conduct. The Secretary shall issue notices of all meetings as described in Article VI, Section 2, and shall perform other duties pertaining to the Office of Secretary as requested.
3. The Secretary shall also send minutes from each meeting to the Executive Assistant of the Administrators on the OSU-Tulsa campus.

Section 4. Each officer will deliver to his/her successor all accounts, records, books, papers, and property belonging to and important to conducting the business of the Council within ten (10) days of retiring from office.

ARTICLE V

Meetings

Section 1. The annual term of service begins June 1 and extends through May 31 of the following calendar year. Regular monthly Council meetings will be scheduled; however, a meeting may be cancelled with the approval of the Executive Board. In December, a non-regular meeting may be scheduled. Special meetings may be called as needed. Elected members may be consulted in order to decide on the standard monthly meeting's schedule. This may occur during the first meetings of each new slate of officers. The standard meeting's schedule may also be adjusted, as necessary, to accommodate campus events. Committee meetings and committee business may be conducted during months when the Council does not meet. Activity during such periods will be reported at the next regularly scheduled Council meeting.

Section 2. An electronic request may be sent to the Council members asking for the submission of any items to be considered for the next meeting agenda. The resulting draft meeting agenda will be provided for Executive Board approval; the approved agenda will be distributed to the Council members in advance of the meeting.

Section 3. Special meetings of the Council may be called by the President 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 the agenda for a special meeting when the meeting is called to order if it has not previously been approved by the Executive Board.

Section 4. Any regular or special meeting of the Council shall be open to any college employee, but with a non-voting status.

Section 5. Any person who is not an elected or appointed member of the Council, or a member of a Council committee, shall be allowed to address the Council and to participate in discussion of Council matters. That person must submit a written request to the Secretary to be placed on the agenda for the next Council meeting, and provided that such request is received at least (3)working days prior to the Council meeting.

Section 6. Any person who is not an elected or appointed member of the Council, or one of the Council 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 by a majority vote of the members of the Council who are present.

Section 7. Non-members of the Council or of a Council 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 shall be granted by a majority vote of the members of the Council who are present.

Section 8. In order to conduct SAC business that requires a vote, a quorum must be present. A quorum is defined as a simple majority of the Council Members present. This definition of a quorum shall be used when voting on Bylaw changes or action that is taken at a Council meeting. Reports, which do not require a vote, may be presented if a quorum is not present.

Section 9. If there is not a quorum during a regular SAC meeting and a proposal, which requires a vote must be decided before the next meeting, electronic voting may be implemented. This is for special circumstances only. Special circumstances include monetary votes, elections for officers, proposals that cannot wait until the next meeting. Electronic voting will stay open for three (3) business days. The Secretary will record all votes.

ARTICLE VI

Council Leadership

The Executive Board and Leadership Committee

Section 1. The Executive Board shall consist of the elected officers and the immediate Past-President of the Staff Advisory Council. The Executive Board shall be responsible for meeting regularly, approving the draft of the Council agenda, and considering items that have been identified as of overall importance for the staff or the Council, including consideration of policy proposals or modifications, and to provide input as needed in the interim between Council meetings. Special meetings may be called to discuss issues as needed. A summary of pertinent issues discussed will be reported by the President at the next scheduled Council meeting.

Section 2. The Leadership Committee shall consist of the members of the Executive Board and the Chairpersons of the standing committees. This committee shall meet as needed, and shall be

responsible for considering and providing leadership regarding issues centered on committee areas of responsibility or projects in process. In addition, this committee will consider and discuss proposals for innovative areas for Council participation and action. Ideas for the expansion of the Council's service would appropriately be brought for discussion and recommendation from this committee to the Council. This would include recommendations for exploration, and/or review, in addition to Council participation or action.

ARTICLE VII

Permanent Committees

Section 1. The Staff Advisory Council exercises its function with the assistance of standing committees, which are permanent committees of the Council.

Section 2. Permanent committees shall be established or abolished by a simple majority vote of the Council.

Section 4. The term of membership on a permanent committee shall begin in June and continue for one (1) year.

Section 5. Each Chair of a permanent committee shall be a member of the Council.

Section 6. The Chair of each permanent committee shall be elected by the Council members at the first meeting of a new term. Following election of the committee persons, the Council members will be asked to choose at least one (1) committee on which to serve.

Section 7. Non-members of the Council with special qualifications may be asked to join in the deliberation of a permanent committee and shall have voting privileges on the committee.

Section 8. The Chairs of all standing committees shall report on a monthly basis either by submitting a written committee report of activities in advance of the Council meeting or verbally at the regularly scheduled Staff Council meeting. Committee meeting summaries and any materials for Council review shall be provided to the Council Secretary in accordance with the terms in Article IV, Section 2, for distribution prior to Council meetings.

Section 9. The permanent committees of the Staff Advisory Council **shall be as follows:**

1. ***Rules and Procedures Committee.*** Three or more members of the Council shall constitute the Rules and Procedures Committee. The function of the Rules and Procedures Committee shall include, but not limited to the following tasks:
 - a. Prepare amendments and revisions to the Council bylaws.
 - b. Prepare regulations for elections, conduct, and supervise elections. Electronic voting may be used.
 - c. Recommend the creation or abolishment of permanent and special committees.
 - d. Recommend procedures for staff participation in governance.

2. ***Communications Committee.*** Two (2) or more members of the Council shall constitute the Communications Committee. The functions of this committee include, but not limited to the following tasks:

- a. Plan, create, coordinate (with the Graphics Department or others) and implement advertising for Council-sponsored activities.
 - b. Maintain and update the Council’s webpage regularly.
3. All committee Chairs shall provide a written or oral report to incoming committee Chairs. All committee chairs shall keep notes and records for their term.

Article VIII

Effective date of Bylaws

Passage of these bylaws shall be of a simple majority of the members. (See Article VI, Section 8). When such passage occurs, the bylaws shall be immediately in effect and supersede all previous bylaws.

- Revised and approved on _____

Activity Timeline

June 1 – May 31

Term of Service

April

Nomination forms sent electronically or in person

December

Non-regular meeting possibly scheduled.