

## **BY-LAWS FOR MU STAFF ADVISORY COUNCIL**

The Staff Advisory Council at the University of Missouri-Columbia was formed by the Chancellor in October 1978. The mission of the Council includes advising the chancellor on matters of mutual interest, and provides an appropriate and effective channel for bringing staff members' concerns and interests to campus administration. The Council acts as a liaison for staff and administration on matters which are initiated by staff, and also on those initiated by the Council. The Council attempts to heighten awareness of contributions made by staff members to the University of Missouri, and recognizes those contributions publicly. It also serves as an information source for staff members regarding policy changes which affect them. The Council does not function as a bargaining unit or a grievance committee.

The following paragraphs set forth some operating and procedural guidelines for the Staff Advisory Council.

### **I. MEMBERSHIP**

1. The Staff Council consists of sixteen (16) members elected from administrative, service and support employees. Any permanent MU employee, with at least one year service before nomination, (75% FTE or more except the Chancellor's staff, Professional Librarians, staff with title of Associate or Assistant Provost and Associate or Assistant Dean) whose title is primarily (50% or more) non-academic, as listed in the Business Policy and Procedure Manual, is eligible for election to the Staff Council.
2. The term of membership shall be three (3) years beginning September 1 and ending August 31. The term of a member becomes vacant on his/her death, permanent incapacity, termination of service with the University, resignation, or six (6) absences during one year from regularly scheduled meetings of the Staff Council. Official vacancy of a member's term becomes effective with action of the Staff Council. The Chancellor is advised of the vacancy and replacement occurs according to the guidelines.
3. Staff Council members may be re-elected to a second term, but no person shall serve longer than six consecutive elected years. However, after one year off an individual can stand for re-election.
4. Absences from Council meetings will be determined in accordance with Business Policy and Procedure Manual excluding vacation, sick leave, personal days, and other leaves of absence without pay. Further, a Council Member will not be considered absent from an official Council meeting when representing the Council at a university meeting/function. Appeal may be made after the sixth absence.

5. If a Staff Council member transfers, or is promoted, out of the group from which they were elected, their membership on the Staff Council continues within their elected group until their term expires.
6. Council seat vacancies are filled by the runners-up from the last election for those seats for the balance of the vacated term. This time will not be counted against term limits. If a vacancy cannot be filled through the above means, it will be filled by appointment from the vacant classification by the Election Committee and approved by the Council.

## II. REPRESENTATION

1. In order to insure equal and equitable representation Staff Council members are elected from the following groups. Four (4) members from each group are elected to serve terms of three (3) years. One term expires each year; two terms expire every third year. Should a vacancy occur before a member's term has expired, the position will be filled as follows: the Election's committee shall refer back to the latest election results for that group and invite the runner-up to complete the open term. Should the runner-up not be available or willing, the Elections Committee shall fill the vacancy according to the standard elections procedures.
  - a) Technical/Paraprofessional (T/P) - includes non-exempt staff and positions requiring specialized knowledge or skills which may be acquired through experience, technical or other training.
  - b) Clerical/Office (C/O) - includes office staff designated non-exempt and not considered technical.
  - c) Crafts/Maintenance (C/M) - includes non-exempt skilled, semi-skilled, apprenticed crafts, trades staff and service staff.
  - d) Administrative/Professional (A/P) - includes exempt non-academic administrative professional and managerial staff (as outlined in Section 1).

## III. OFFICERS AND DUTIES

1. Staff Council Officers consist of a Chairperson, Vice-Chairperson, and Secretary/Treasurer who is elected at the last regularly scheduled meeting in July each year by the current sixteen (16) Council members. All officers shall have at least one year's experience on the Staff Advisory Council. Nominations shall be made from the floor and voting will be by secret ballot among those present. Decision is made by simple majority.

2. Elections will be held each year for Chairperson, Vice-Chairperson and Secretary/Treasurer. Voting will be by secret ballot among those present after nominations are made from the floor. Decision is made by simple majority.
3. An officer may be removed if the duties of the office, as stated in the Council guidelines, are not being fulfilled. Procedure for removal:
  - a) A formal letter of complaint is sent to each member of the Executive Committee.
  - b) This item is placed on the agenda for the next Council meeting. This formal letter of complaint will be distributed at the meeting which will be a closed session. Discussion will be held and the officer will be given an opportunity to respond to the charges.
  - c) Decision is made by secret ballot with two-thirds majority required for removal.
4. Removal as an officer does not preclude membership on the Council.
5. The University provides office/administrative support to the Staff Council through the Office of the Chancellor as necessary. Listed below are some of the important duties of the officers of the Staff Advisory Council.

#### Chairperson

- a) Presides at all Staff Council and Executive Committee meetings.
- b) Prepares an agenda for each regular and any special Staff Council meetings.
- c) If necessary (no volunteers), in cooperation with other executive officers, appoints necessary Standing Committee Chairpersons.
- d) Serves as spokesperson for the Staff Council.
- e) Advises the Council and Chancellor of Council member's termination.
- f) Works with the Vice Chairperson and Secretary/Treasurer in development of the budget.
- g) Seeks nominations for officers and presides at elections.
- h) The outgoing Chairperson (either remaining on the Staff Council or completing his/her term on the Council) will remain accessible to the new Chairperson as a resource for one month at the discretion of the new Chairperson. This would be a non-voting position (if past Chair is going off the Staff Advisory Council) and would be used only as a support system for the new Chairperson.

### Vice-Chairperson

- a) Assumes the responsibilities of the Chairperson during that officer's absence and assumes that position should the Chairperson resign from the Council. Should the Vice-Chairperson need to assume the Chairperson's position or step down for any reason, nominations would be taken by the current council and a new Vice-Chairperson would be selected. Voting will be by secret ballot among those present after nominations are made from the floor. Decision is made by simple majority.
- b) Assists the Chairperson as required.
- c) Addresses any benefit issues that arise from staff. Has authority to create ad-hoc committees if necessary.
- d) Works with the Chairperson and Secretary/Treasurer in development of the budget.
- e) The outgoing Vice-Chairperson (either remaining on the Staff Council or completing his/her term on the Council) will remain accessible to the new Vice-Chairperson as a resource for one month at the discretion of the new Vice-Chairperson. This would be a non-voting position (if past Vice-Chairperson is going off the Staff Council) and would be used only as a support system for the new Vice-Chairperson.

### Secretary/Treasurer

- a) Sees that the minutes of the Staff Advisory Council are prepared.
- b) Sees that the minutes of the meetings are distributed to Staff Advisory Council members along with any other communications as appropriate.
- c) Oversees the collection, maintenance and availability of resource materials for the Council.
- d) It is the Secretary/Treasurer's responsibility to notify the member in writing after five (5) absences and after six (6) to notify Chairperson.
- e) The Secretary/Treasurer will assist the Chairperson and Vice Chairperson in development of the budget and will monitor budget to ensure guidelines are being met.
- f) The outgoing Secretary/Treasurer (either remaining on the Staff Advisory Council) or completing his/her term on the Council will remain accessible to the new Secretary/Treasurer as a resource for one month at the discretion of the new Secretary/Treasurer. This would be a non-voting position (if past Secretary/Treasurer is going off the Staff Advisory Council) and would be used only as a support system for the Secretary/Treasurer.

- g) Should the Secretary/Treasurer need to step down during his/her term, nominations would be taken by the current council and a new Secretary/Treasurer would be selected. Voting will be by secret ballot among those present after nominations are made from the floor. Decision is made by simple majority.

#### IV. ELECTIONS

1. Elections for vacant positions on the Staff Advisory Council will be held annually in July and will be conducted through secret balloting. The following procedure will be used.
2. Listing of pending vacancies for each Council seat and the election procedures for filling these will be published and/or distributed.
3. 2. Election Committee members are not eligible for election during the time they are serving on the Committee.
4. The Election Committee will review the nominations submitted and prepare a slate of names, to the extent possible, demographically and organizationally representative of the MU community. In terms of organizational representation, the Committee will take into consideration the departments represented by Council members whose terms do not expire. Ballots and information about the candidates, for which vacancies must be filled, will be distributed to all staff members. Should any category have the exact number of candidates running in which vacancies are to be filled, no vote will be counted for that category.
5. Election campaigning at University expense is prohibited.
6. Ballots will be counted under supervision of the Election Committee and the results of the election will be published in August. Publication of the actual vote count will be at the discretion of the Election Committee. In the event of a tie vote the Election Committee, by secret ballot, will make the final selection.
7. Ballots will be retained for two months following public notification of election results. After that time they will be disposed of properly.
8. All candidates will be notified in writing of the election results and thanked for their willingness to run. All new members will be required to attend an orientation session with the Executive Committee. Other Staff Advisory Council members may be invited to attend. Newly-elected Staff Advisory Council members will be invited to attend any meeting following orientation. New member terms begin September 1.

9. The immediate supervisor of each Staff Advisory Council member will be notified each year indicating the member's election or appointment to the Staff Advisory Council and authorizing participation in Council and committee functions. Time to perform Staff Advisory Council functions will be arranged with the immediate supervisor subject to review, if there should be disagreement.

## V. BUDGET

1. The Executive Committee, which consists of the Chairperson, Vice-Chairperson & Secretary/Treasurer, shall review last year's budget and propose a budget for the upcoming year. This should be completed by the first meeting in September. The proposed budget shall be reviewed by the current council and approved by the end of September. Any non-budgeted expenses must be approved by the Executive Committee prior to purchase.

## VI. COMMITTEES

1. The Staff Advisory Council accomplishes its purposes through the use of committees which will be appointed as necessary. There are three (3) types of committees generally used. They are as follows:
  - a) Standing Committees which are formed and terminated upon the determination of the Staff Advisory Council to consider ongoing matters of concern to employees. Staff Advisory Council members serve on Standing Committees; staff-at-large members serve on Standing Committees when deemed necessary by the Staff Advisory Council Chairperson. A Staff Advisory Council member should serve as chairperson and the majority of each committee should be Staff Advisory Council members.
  - b) Special Interest Committees are formed and terminated upon the determination of the Staff Advisory Council and consider only those matters of a current and/or temporary nature. Each Special Interest Committee serves and reports to an appropriate Standing Committee. Membership on all Special Interest Committees is open to any interested staff member of the University.
  - c) The Executive Committee is made up of the Staff Advisory Council officers.
2. The following points are noted with regard to committee operation.
  - a) All Staff Council members will be required to actively participate on at least one Standing Committee in addition to one Staff Recognition Week Subcommittee.
  - b) Staff Council members normally chair only one Standing Committee and may also chair a Staff Recognition Week Subcommittee.

- c) Every committee will maintain a record of its activities and submit a final report to the Secretary/Treasurer at the termination of the committee's responsibilities.

## VII. MEETINGS

1. The Staff Advisory Council generally meets twice each month. Special meetings will be called as required. Staff Advisory Council meetings will be open to all employees unless otherwise specified. A quorum shall consist of at least nine (9) members including two representatives from each employee group.
2. Standing Committees, Special Interest Committees and the Executive Committee shall schedule meetings to fit the requirements and needs of the specific committee.
3. In voting on motions and issues brought before the Council, a member may request a roll call vote be taken and the results be recorded.

## VIII. AMENDMENT OF BYLAWS

1. These Bylaws may be amended at any regular meeting of the Staff Advisory Council by a majority vote, provided the amendment has been submitted in writing at the previous regular meeting.

## APPENDIX: TRADITIONS & PRACTICES

The appendix is not part of the Staff Advisory Council's Bylaws. It records traditions and practices of the Staff Council

Rev. 5/26/84; 7/14/88; 8/9/90; 8/22/91; 11/14/91; 9/12/96; 2/12/98; 5/04; 11/6/09; 2011; 12/12; 08/14/14; 07/09/15