BY-LAWS FOR STAFF ADVISORY COUNCIL

The MU Staff Advisory Council was formed by Chancellor Barbara S. Uehling in October 1978, and the UM System Staff Advisory Council was formed by President C. Peter Magrath in September 1988. As a result of departmental centralization efforts between UM System and the MU campus, the decision was made in April 2022 to combine both the MU and UM System Staff Advisory Councils into one Staff Advisory Council to better represent and serve both groups of staff. The mission of the Council is to foster a spirit of unity and cooperation among all MU and UM System employees, to advise University leadership on matters of mutual interest and provide 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 Advisory Council consists of twenty-seven (27) members elected from administrative, service and support employees, at least five (5) of which are UM staff.

   Eligibility is as follows:
   a) Must be a permanent MU or UM System employee with at least 75% FTE.
   b) Must have completed at least one year service before nomination.
   c) Title must be primarily (50% or more) non-academic.
   d) Staff with titles of Assistant or Associate Provost, Vice Chancellor, Assistant or Associate Vice Chancellor, and Assistant or Associate Dean are not eligible.

2. The term of membership is as follows:
   a) Term shall be three (3) years beginning September 1 and ending August 31.
   b) The term of a member becomes vacant on the individual's death, permanent incapacity, termination of service with the University, resignation, or six (6) unexcused absences within one year from regularly scheduled Staff Advisory Council meetings.
c) Official vacancy of a member's term becomes effective with action of the Staff Advisory Council.

d) Staff Advisory Council members may be re-elected to a second term, but no person shall serve longer than six consecutive elected years. An individual can, however, stand for re-election after one year off.

3. Absences from council meetings will be determined in accordance with University Leave Policies.

Excused absences include vacation, sick leave, personal days, and other leaves of absence without pay, and in circumstances in which the member is representing the council at a University meeting/function.

If a member is notified of their removal from the council after their sixth absence, an appeal may be made.

4. If a Staff Advisory Council member transfers or is promoted out of the group from which they were elected, and if they still meet the eligibility requirements in their new position, their membership on the Staff Advisory Council continues within their elected group until their term expires.

5. The remaining balance of the term for vacated council seats is filled by the runners-up from the most recent election. Serving this remaining balance will not count against future 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.

If a good faith attempt is made to fill the vacancy from the classification and the Council is unable to find a member after one month, the vacancy can be filled by the runner-up of the At-Large election.

If the At-Large runner-up is unable to serve, the Council will contact the next highest At-Large nominee until the position is filled. This individual will serve in this classification until the term expires, at which point they must re-run in their appropriate classification. The time they spent filling a vacancy will not count against future term limits.

II. REPRESENTATION

1. To ensure equal and equitable representation, Staff Advisory Council members are elected from the groups listed below. Members from each group are elected to serve terms of three (3) years. Should a vacancy occur before a member’s term has expired, the
position will be filled as follows: the Election Committee shall refer 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, or there are no further runners-up to select from, the Election Committee shall fill the vacancy through recruiting. Each category listed below should be made up of representatives from both exempt and non-exempt staff.

a) Staff members from academic units that report up through the Office of the Provost – (8) members.

b) Staff from MU Operations – (3) members.

c) Staff members who work in student and administrative units which report up through the Mizzou Leadership Team via the Office of the President – (5) members.

d) Staff members who work for the System and report up through the Office of the President – (5) members.

e) Staff at Large which may be any staff from any of the MU or UM categories above – (6) members.

III. OFFICERS AND DUTIES

1. Staff Advisory Council Executive Board consists of a Chairperson and three Vice Chairpersons who are elected at the first regularly scheduled meeting in July each year by the current council members. All officers shall have at least one year's experience on the Staff Advisory Council and one officer must be a System employee.

2. Elections will be held each year for all Executive Board members. Voting will be by anonymous ballot after nominations are made. Decision is made by simple majority.

   a) The executive board each year will select (or review) three executive board members who will also serve on the Intercampus Staff Advisory Council: the Chair, the Vice Chair representing UM System, and a second Vice Chair - one of which will serve a three-year term on ISAC.

   • In the event that the ISAC representative’s SAC term ends prior to the end of their ISAC term, they will agree to attend all ISAC meetings and a minimum of eight (8) SAC meetings each year until their ISAC term ends in order to best represent UM/MU on ISAC.

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 anonymous ballot with two-thirds majority required for removal.

4. Removal as an officer does not preclude membership on the Council.

5. The University provides program support to the Staff Advisory Council through the Office of Human Resources as necessary. Listed below are some of the important duties of the officers of the Staff Advisory Council.

**Chairperson**

a) Presides at all Staff Advisory Council and Executive Board meetings.

b) Prepares an agenda for each regular and any special Staff Advisory Council meetings.

c) If necessary (no volunteers), and in cooperation with other executive officers, appoints Standing Committee Chairpersons.

d) Serves as spokesperson for the Staff Advisory Council.

e) Advises the Council and appropriate leadership of Council member’s termination.

f) Works with the Executive Board in development of the budget.

g) Seeks nominations for officers and presides at elections.

h) The outgoing Chairperson (either remaining on the Staff Advisory Council or completing the individual’s 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 will no longer be on Staff Advisory Council) and would be used only as a support system for the new Chairperson.

**Vice Chairpersons**

a) Oversee and serve as the main point of contact for SAC committee chairpersons as determined by the Executive Board. For example:

   - Vice Chair of Development: Elections, Education Awards, and Staff Development Awards committees
   - Vice Chair of Marketing & Communications: Marketing & Communications, Fundraising, and Events committees
   - Vice Chair of Recognition: Service Champions/SAC Salutes, Inclusion, Diversity, and Equity, and Awards/Ceremony committees

b) May assume the responsibilities of the Chairperson during that officer’s absence or should the Chairperson resign from the Council. Should a Board Member need to assume the Chairperson’s position or step down for any reason, nominations would be taken by the current council and a new Board Member would be selected. Voting will be conducted
through a secret ballot distributed to all MU and UM System staff. Decision is made by simple majority.

c) Assists the Chairperson as required.

d) Addresses any benefit issues that arise from staff. Has authority to create ad-hoc committees if necessary.

e) Works with the Chairperson in development and monitoring of the budget to ensure guidelines are being met.

f) An outgoing Board Member (either remaining on the Staff Advisory Council or completing the individual's term on the Council) will remain accessible to the new Board Member as a resource for one month at the discretion of the new Board Member. This would be a non-voting position (if past Board Member will no longer be on Staff Advisory Council) and would be used only as a support system for the new Board Member.

g) Sees that the minutes of the Staff Advisory Council are prepared.

h) Sees that the minutes of the meetings are distributed to Staff Advisory Council members along with any other communications as appropriate.

i) Notifies the council member in writing after two (2) absences and after three (3) notifies the Chairperson.

IV. ELECTIONS

1. Elections for vacant positions on the Staff Advisory Council will be held annually prior to the 4th of July holiday 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. 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, representative of the UM and 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 tabulated, and the results of the election will be announced. Members-at-large will be selected based on the next highest votes from the combined occupational groups. 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, will make the final selection.

7. 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.

8. 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 Board, which consists of the Chairperson and executive officers, 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 Board 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. Membership on all Special Interest Committees is open to any
interested staff member of the University.

c) The Executive Board is made up of the Staff Advisory Council officers.

2. The following points are noted with regard to committee operation.

a) All Staff Advisory Council members will be required to actively participate on at least one Standing Committee in addition to one Staff Recognition Week Subcommittee.

b) Staff Advisory 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. The chair (or designee) will provide an update at each month’s Staff Advisory Council meeting and submit an annual and/or final (if the committee’s responsibilities are complete) report to the Executive Board.

d) The SAC Chairperson may not serve on any SAC committee other than the Executive Board.

3. Campus Standing Committees exist outside of SAC. SAC is responsible for filling the staff seats on these committees each year, but SAC members are not required to serve on Campus Standing Committees.

a) SAC will notify all staff of Campus Standing Committee staff vacancies (typically each summer) and request applications from those interested.

b) SAC reviews the applications and assigns staff to each vacancy based on interest level, relevant experience, and need.

c) Staff representatives selected for Campus Standing Committees are expected to provide updates on committee activity for each SAC Meeting.

4. The Staff Advisory Council oversees two SAC award programs, the Education Award and the Staff Development Award, and their respective review committees. The review committee members are selected by SAC from non-SAC staff member applications. One SAC member is also appointed to serve as Ex Officio on each committee. These awards are governed by their own individual guidelines; please reference the guidelines of each award for more detailed information.

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 fifty-one percent (51%).
2. Standing Committees, Special Interest Committees and the Executive Board 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.

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; 07/26/18; 1/10/19; 1/7/21; 1/12/23; 6/8/23