



## Staff Council By-Laws

### Missouri University of Science and Technology Staff Council governing guidelines

#### PURPOSE

The Staff Council was formed to provide communication between Missouri S&T employees and the administration of Missouri S&T.

#### I. MEMBERSHIP

- A. The Staff Council shall consist of sixteen (16) employees elected from administrative, service and support employees. The Council shall be composed of representation from four (4) occupational groups; four (4) from Administrative/Professional, two (2) from Technical/Paraprofessional, four (4) from Crafts/Maintenance, and six (6) from Secretarial/Clerical.
  
- B. Any "benefit eligible" employee with at least one (1) year service before nomination is eligible for election to the Staff Council.
  
- C. Terms of Membership
  1. Beginning September 1, 2011, the term of membership shall be two (2) years, and ending the last day of September except when the term is that of the newly elected Vice-Chairperson when the member accepted the position to be filled during their second term allowing them to serve a third year to move into the Chairperson position.
  2. Staff Council members may be eligible for re-election to a second term by notifying the Election Committee before July 15, but no person shall serve longer than four (4) consecutive years. However, after one year off, an individual can stand for re-election.
  3. During the transition period, council members elected in 2004 will extend their terms through August 2006. Council members elected in 2005 will extend their terms through August 2007.
  4. If a Staff Council member transfers or is promoted out of the group from which he/she was elected, his/her membership on the Staff Council will continue until his/her term expires.
  5. The Crafts/Maintenance and Administrative/Professional groups each elect four (4) members who serve terms of two (2) years. Two terms expire every year in these two groups. The Technical/Paraprofessional group elects two (2) members to serve terms of two (2) years. One term expires every year. The Secretarial/Clerical group elects six (6) members to serve terms of two (2) years. Three terms expire every year in this group.

#### II. OFFICERS AND DUTIES

- A. Missouri S & T officers consist of a Chairperson, Vice-Chairperson, Past Chairperson, Secretary and Treasurer.

## B. Terms of Office

1. The Chairperson, Vice-Chairperson, Secretary and the Treasurer shall be elected by the current sixteen (16) Council members for a term of one (1) year. Election to an office will be by secret ballot if two or more candidates are nominated for the office.
2. The office of Vice-Chairperson shall be filled by a Council member in the first or second year of their current term. The Vice-Chairperson shall assume the office of Chairperson in the term immediately following their term as Vice-Chairperson.

## C. Chairperson Duties

1. Presides at all Staff Council meetings.
2. Prepares an agenda for each regular and any special Staff Council meetings.
3. Appoints necessary Standing Committee Chairperson(s).
4. Serves as spokesperson for the Council.
5. Attends Monthly Chancellor Council Meetings.
6. Notifies the Council of a Council vacancy.
7. The office of Chairperson shall be filled by the Vice-Chairperson upon the expiration of the Chairperson's term of office, which is one (1) year. The Chairperson shall assume the office of Past Chairperson, when his/her term as Chairperson is complete.

## D. Vice-Chairperson Duties

1. Assumes the responsibilities of the Chairperson during that officer's absence and will automatically assume the Chairperson's position in the event of an extended leave for the duration of the term. (See VI.-Vacancies)
2. Assists the Chairperson as required.

## E. Past Chairperson Duties

1. The current Past Chairperson will remain accessible to the new Chairperson as a resource for (1) one year at the discretion of the new Chairperson. This would be a non-voting position (if Past Chair is going off the Council).
2. Assists the Chairperson as required.

## F. Secretary Duties

1. Prepares the minutes of the Staff Council meetings.
2. Distributes the minutes of the meetings to Staff Council members along with any other communications as appropriate.
3. Oversees the collection, maintenance and availability of reports for the Council.
4. Maintains two (2) full years of the official, permanent files for the Council. Oversees the transfer of the third year's files to University Archives.
5. Distributes copies of the Missouri S&T Staff Council Governing Guidelines to all Council members during the first meeting in September.

#### G. Treasurer Duties

1. Maintains records of all financial expenses and revenues with regard to the Staff Council expense account.
2. Reconciles the Staff Council expense account monthly.
3. Prepares a monthly Treasurer's report.

### III. COMMITTEES

A. The Staff Council accomplishes its purposes through the use of committees which will be appointed as necessary. There are three (3) types of committees:

#### 1. Standing Committees

Standing Committees are formed and terminated upon the determination of the Staff Council to consider ongoing matters of concern to employees. At least two (2) Staff Council members will serve on the committee, one as Chairperson, with the remainder of the Standing Committee comprised of eligible Missouri S&T staff.

#### 2. Special Interest Committees

Special Interest Committees are formed and terminated upon the determination of the Staff Council and consider only those matters of a current and/or temporary nature. Each Special Interest Committee will include one or more Council member(s) who will facilitate the formation of the committee. The Special Interest Committee will elect its own chair. Membership on all Special Interest Committees is open to all eligible Missouri S&T staff.

#### 3. Executive Committee

The Executive Committee is made up of Missouri S&T Staff Council officers. They are authorized to deal with issues that require immediate action and are required to report on all such issues at the following regularly scheduled Missouri S&T Staff Council meeting.

#### B. Committee Guidelines

1. A staff member should not volunteer for any Missouri S&T Staff Council committee unless that individual is willing to pledge the time and effort necessary to accomplish the objectives of the committee.
2. Staff Council members normally chair only one committee.
3. All recommendations, proposals and final reports of the Standing and Special Interest Committees will be submitted in writing to the Missouri S&T Staff Council.

### IV. MEETINGS

A. The Staff Council shall meet monthly. Special meetings will be called as required. Staff Council meetings will be open unless otherwise specified. A quorum shall consist of at least nine (9) members.

B. Standing Committees, Special Interest Committees and the Executive Committee shall schedule meetings to fit the requirement and needs of the specific committee.

- C. 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.
- D. Should a closed meeting be necessary, the meeting will be called by the Chairperson of the Missouri S&T Staff Council.

#### V. EXPECTATIONS

- A. Members of the Missouri S&T Staff Council are required to attend all meetings of the Council. Members may be excused from a meeting by notifying the Chairperson prior to the meeting. Members who miss three or more meetings during a one year term (September 1 - August 31) may be removed from the Council and replaced. Exceptions shall be discussed, on an individual basis, during a closed session of a regular meeting by all members of the Missouri S&T Staff Council.
- B. Members of the Staff Council that find themselves unable to consistently attend meetings may voluntarily withdraw themselves from the council. In this case, written notification to the Chair is required so the vacancy can be filled.

#### VI. VACANCIES

- A. In the event of permanent vacancy, a successor member shall be appointed by the Chairperson to serve until the next regular election.
- B. Vacancies of more than 120 days for a University leave of absence or extended illness shall require resignation from the Council. Exceptions to this provision can be approved at the discretion of the Council.
- C. Temporary vacancies of 120 days or less for a University leave of absence or illness shall not be filled.
- D. Office Vacancies
  - 1. In the event the Chairperson must resign or take a University leave of absence, the Vice-Chairperson shall assume those duties for the duration of the term. If the duration of this interim term is six (6) or more months, the term of the interim Chairperson shall be considered complete. The standard procedure for filling the position of Chairperson shall then be in effect. If the duration of this interim term is less than six (6) months, the interim Chairperson shall continue to serve an additional, complete one-year term as Chairperson. In either of the above situations, the position of Vice-Chairperson will be open for election at the standard election time.
  - 2. If the Vice-Chairperson must resign, or take a University leave of absence, or assume the duties of Chairperson, an election within the Missouri S&T Staff Council will be held to fill the Vice-Chairperson position for the duration of the existing term.

3. If the Secretary/Treasurer must resign or take a University leave of absence, an election within the Missouri S&T Staff Council will be held to fill the position for the duration of the existing term.

## VII. ELECTIONS

- A. The Election Committee is made up of three (3) members or four (4) from Staff council. One (1) person will be appointed as the election committee chair. Election Committee members are not eligible for election during the time they are serving on the committee.
- B. Elections for vacant positions on the Staff Council will be held annually beginning in June and will be conducted through secret balloting. The following procedure will be used:
  1. A listing of pending vacancies for each Council seat and the election procedures for filling these will be distributed to the campus and put on Staff Council's website before June 15.
  2. Staff members wishing to run for the Staff Council should forward their names to the Election Committee Chairperson by the deadline set by the election committee. Ballots will then be printed and distributed for voting purposes. The Election Committee Chairperson will obtain permission from each nominated staff member to place their name on the ballot and that they would be willing to try and attend at least 75% of the regularly scheduled meetings.
  3. Election campaigning at University expense is prohibited.
  4. Ballots will be returned to the Election Committee no later than a date set by the election committee in July.
  5. Ballots will be counted under supervision of the Election Committee and the results will be published promptly. In the event of a tie vote, the Election Committee, by secret ballot, will make the final selection.
  6. Ballots will be retained for two (2) years following public notification of election results. At that time they will be destroyed. An official record of the election results will be held by the Secretary.

## VII. AMENDMENTS

- C. A. Amendments or changes to these Guidelines shall be made by a two-thirds vote of the Staff Council present at a regular meeting, provided written notice of the proposed amendment(s) is given to all members of the Staff Council at least ten (10) calendar days prior to the meeting.

APPROVED: 06/11/11