

# MISSOURI S&T

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## Staff Council

### Staff Council By-Laws

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

#### PURPOSE

The Missouri S&T Staff Council aims to provide a venue for communication between staff interests and leaders, serve as an advocate for staff concerns, and provide opportunities for staff recognition and professional development.

#### I. MEMBERSHIP

- A. The Staff Council shall consist of twenty (20) employees elected from administrative, service and support employees.
- B. Any employee who is a full time (> 75% FTE) permanent Missouri S&T staff member without academic appointment and has at least one (1) year service before nomination is eligible for election to the Staff Council.
- C. Terms of Membership
  1. The term of membership shall be two (2) years starting on July 1 and ending the last day of June. An exception is made to the term of the newly elected Vice-President when the staff member is elected to the position during their second year allowing them to serve a third year in the role of the President position. Other executive officers will also serve in an advisory, non-voting role as defined in their positions for a brief transition period.
  2. Staff Council members may be eligible for re-election to a second term by notifying the Election Committee before June 1. No staff member shall serve longer than two (2) consecutive terms as a general member. However, after one year off, a staff member can be nominated for election.

#### II. OFFICERS AND DUTIES

- A. Officers consist of a President, Vice-President, Past President, Secretary and Treasurer.
- B. Terms of Office
  1. The President, Vice-President, Secretary and the Treasurer shall be elected by the current twenty (20) 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.

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2. The office of Vice-President shall be filled by a Council member in the first or second year of their current term. The Vice-President shall assume the office of President in the term immediately following their term as Vice-President.

### C. President Duties

1. Presides at all Staff Council meetings.
2. Distributes copies of the Missouri S&T Staff Council Governing Guidelines to all Council members during the first meeting of a new term.
3. Coordinate with the Vice-President to prepare agenda for each regular and any special Staff Council meetings.
4. Appoints necessary Standing Committee Chairperson(s).
5. Serves as spokesperson and liaison for the Council on campus and the community.
6. Coordinates and attends Executive Council meetings with the Chancellor, attends Intercampus Staff Advisory Council (ISAC) meetings, Faculty Senate meetings, and other meetings as needed.
7. Notifies the Council of a permanent or temporary vacancy on Council.
8. Maintains the official Council email account in collaboration with the Vice President.
9. Serves as an ex officio member on all committees to provide advice and coordination.
10. The office of President shall be filled by the Vice-President upon the expiration or resignation of the President's term of office, which is one (1) year. The President shall assume the office of Past President, when their term as President is complete.
11. The Past President will remain accessible to the new President as a resource for one (1) year at the discretion of the new President. This would be a non-voting position (if Past President is going off the Council).

### D. Vice-President Duties

1. Assumes the responsibilities of the President during that officer's absence and will automatically assume the President's position in the event of an extended leave for the duration of the term. (See VI. Vacancies)
2. Assists the President in setting Council meeting agendas.
3. Attends all meetings with the President to assist in drafting reports to the council.

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4. Serves on the Intercampus Staff Advisory Council with the President and other committees as needed.
5. Assists in regular reviews of Staff Council Bylaws for revisions.

### E. 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 as part of maintaining information on a shared drive.
4. Maintains official, permanent files for the Council in the appropriate format and filing system.
5. Serve in an advisory transitional role for up to three (3) months as a past officer to assist the new secretary as needed. This is a non-voting position if the staff member is going off council.

### F. Treasurer Duties

1. Maintains records of all financial expenses and revenues regarding the Staff Council expense account.
2. Reconciles the Staff Council expense account monthly.
3. Prepares a monthly Treasurer's report.
4. Serves in an advisory transitional role for up to three (3) months as a past officer to assist the new treasurer as needed. This would be a non-voting position if the staff member is going off council.
- 5.

## III. COMMITTEES

- A. The Staff Council accomplishes its purposes with 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 or areas of regular functions of the Council. At least two (2) Staff Council members will serve on the committee, one as Chairperson, with the remainder of the Standing Committee open to eligible Missouri S&T staff members unless otherwise specified.

### 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

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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 unless otherwise specified.

3. Executive Committee:

The Executive Committee is made up of Missouri S&T Staff Council officers and standing committee chairs. 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. The Executive Committee will also attend regular meetings on campus as needed.

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 (1) committee.
3. All recommendations, proposals, meeting minutes and final reports of the Standing and Special Interest Committees will be submitted in writing to the Missouri S&T Staff Council Executive Committee.
4. All committees shall maintain meeting minutes, roll call and any additional documentation. All documentation will be submitted to the Secretary to be filed in Staff Council records.
5. All Standing Committees, Special Interest Committees and the Executive Committee may form any appropriate sub-committees to facilitate their functions and goals.

#### IV. MEETINGS

- A. The Staff Council meets monthly. Special meetings will be called as required. Staff Council meetings will be open unless otherwise specified. A quorum shall consist of a majority (more than half or more than 50%) of active Staff Council members.
- B. Standing Committees, Special Interest Committees, and the Executive Committee shall schedule meetings to fit the requirements 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 President of the Missouri S&T Staff Council.

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- E. The Council will establish guidelines to govern how all meetings should be conducted. These will be maintained by the Secretary as part of the Staff Council records and adjusted as needed.

### V. EXPECTATIONS

- A. All Missouri S&T Staff Council members are required to attend all meetings of the Council and committee(s) they are members of. Members may be excused from a meeting by notifying in writing the President or the appropriate committee chair prior to the meeting.
- B. All Missouri S&T Staff Council members are required to attend and participate in all Staff Council sanctioned events hosted on campus. Members may be excused from an event by notifying the President and Vice-President in writing to request an excuse in advance.
- C. All Missouri S&T Staff Council members will serve on at least one (1) but not more than two (2) standing committees.
- D. Members who miss three or more meetings or events during a one (1) year term (July 1- June 30) may be removed from the Council and replaced. Exceptions shall be discussed, on an individual basis, during a closed session of an executive meeting by executive members of the Missouri S&T Staff Council.
- E. Members of the Staff Council who find themselves unable to consistently attend meetings or events may voluntarily withdraw themselves from the Council. In this case, written notification to the President and Vice-President is required so the vacancy can be filled.

### VI. VACANCIES

- A. Council vacancies are to be defined as either as a temporary vacancy or a permanent vacancy:
  - 1. A temporary vacancy shall be defined as a University leave of absence or illness of 120 days or less and shall not require the member to resign or their position be filled.
  - 2. Vacancies as a result of failure to meet expectations, as listed about in Section V, are permanent vacancies.
- B. Office Vacancies
  - 1. In the event the President must resign or take a University leave of absence, the Vice-President 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 President shall be considered

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complete. The standard procedure for filling the position of President shall then be in effect. If the duration of this interim term is less than six (6) months, the interim President shall continue to serve an additional, complete one-year term as President.

2. If the Vice-President must resign, or take a University leave of absence, or assume the duties of President, an election within the Missouri S&T Staff Council will be held to fill the Vice-President position for the duration of the existing term.
3. If the Secretary/Treasurer must resign or take a University leave of absence or is elected to a different executive role, an election within the Missouri S&T Staff Council will be held to fill the position for the duration of the existing term.
4. Exceptions to filling vacancies can be approved at the discretion of the Council during an open meeting of the Council.

## 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 by the President. 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 as part of the annual Staff Appreciation Day and will be conducted through secret balloting. The following procedure will be used:
  1. The number of vacancies for Council seats and the election procedures for filling these will be distributed to the campus and put on Staff Council's website by the annual Staff Appreciation Day.
  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. Nominations will open as part of the Staff Appreciation Day and close in the second week of June. 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 meet the expectations as defined in these bylaws (See Section V. Expectations).
  3. Ballots will be drafted and distributed for voting purposes by the third week in May.
  4. Election campaigning at University expense is prohibited.

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5. Ballots will be returned to the Election Committee no later than a date set by the election committee in June.
6. 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.
7. Results of the ballots will be verified and published by June 15th to the campus community. New members will officially start their term on July 1.
8. 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.

### VIII. AMENDMENTS

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.

Amendments:

- I. Campus Involvement Standing Committee
  - A. Staff Council will establish the Campus Involvement Standing Committee. The Campus Involvement Standing Committee will serve to maintain a connection among staff, campus, and the Rolla community. The members will be responsible for planning and promoting social events, charitable activities, and community service opportunities; along with helping to maintain an active involvement of staff wellbeing. The committee will strive to build and nurture a strong campus community.
  - B. The committee chair will be appointed by the Staff Council President. All other members will be open to Council and campus members.
  - C. Key responsibilities of the Campus Involvement Standing Committee will include:
    1. Shall coordinate staff awards and recognition opportunities.
    2. Organize special events such as, but not limited to, Fall Appreciation and Staff Appreciation Day.
    3. Promote and create opportunities for a healthy and positive campus environment, encouraging good habits with regard to staff physical well-being.

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4. Plan charity drives and events to help give back to our local community.
5. Create and promote special events for staff, to help build a better working relationship among University peers and the Rolla community.

### II. Advocacy Standing Committee

- A. Staff Council will establish the Advocacy Standing Committee. The Advocacy Standing Committee will serve to represent and promote the interests and concerns of the staff in a confidential manner. Advocacy Committee will serve as a primary conduit for staff to confidentially submit concerns to be brought up to the Missouri S&T administration.
- B. The committee chair will be appointed by the Staff Council President. Membership on this committee will be closed and consist of seven (7) members of Staff Council. All members will be required to sign and abide by a confidentiality agreement as part of their membership on the committee.
- C. Key responsibilities of the Advocacy Standing Committee will include:
  1. Create and promote professional development opportunities to help career advancement. This could be by hosting online webinars, promoting professional development opportunities, providing training opportunities.
  2. Address concerns and grievances that periodically arise among staff, such as payroll, working conditions (mental and physical), staffing, etc.
  3. Host open forums and conduct surveys as needed to help identify areas of concern across the campus.

### III. Communications Standing Committee

- A. Staff Council will establish the Communication Standing Committee. The Communications Standing Committee will serve to promote and publicize the activities and accomplishments of the Staff Council by proactively gathering and disseminating information in a timely and effective manner through email, the Staff Council website, University publications (e.g. eConnection), and other appropriate media.
- B. The committee chair shall be appointed by the Staff Council President and membership will be open to all Council and staff members.
- C. Key responsibilities of the Communications Standing Committee will include:
  1. Strive to help Staff Council fulfill its purpose, by keeping a strong line of communication between administration and staff.



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2. Facilitate the publication of all Staff Council meeting times and locations.
  3. Maintain the Staff Council webpage and social media platforms.
  4. Provide communication and promotion assistance to all Staff Council committees.
  5. Contribute to the maintenance of the Staff Council communication archive.
  6. Welcome new members and visitors to Staff Council in an appropriate fashion.
  7. Welcoming new S&T staff hires and sharing information about Staff Council.
- IV. Bylaw Revision Transition Timeline
- A. With the final approval and implementation of these Bylaws, current members of the 2019-2020 Staff Council will effectively end their term on June 30, 2020. Members elected to the 2020-2021 Staff Council will effectively start their term on July 1, 2020.