

**NORTHEASTERN STATE UNIVERSITY
PROPOSED BY-LAWS FOR NSU STAFF COUNCIL**

I. MISSION

The mission of the Northeastern State University Staff Advisory Council is to promote communication and cooperation among the staff and between the staff and the administration, through recommendations made to the President's Cabinet for consideration. The Council serves as the staff's collective voice in shared leadership in order to achieve excellence in university endeavors. The Council is guided by the University's Strategic Goal of building and reinforcing an environment that values full inclusion, collaboration and shared leadership in the life of Northeastern State University. The Council further serves to foster the professional development and economic well-being of the staff.

II. BYLAWS

The Staff Council shall formulate such by-laws as are necessary for the orderly administration of the intent and duties of the council. Amendments to By-laws may be presented, reviewed and recommended at a regular business meeting in which a quorum is present. Proposed revision(s) are to be submitted in writing at a regular meeting of the Council at least one (1) month prior to voting. Changes recommended, reviewed and approved by the Council will be presented to the President for final approval before the change is to be enacted.

III. MEMBERSHIP

The Staff Council consists of membership elected from representation areas. The Council shall have eighteen (18) members; consisting of one representative for every 30 (rounded to the nearest 30) members of each representative area but not less than 2 or more than 4 per area. Neither the President, Vice-Presidents, Deans, faculty members, part-time employees nor student employees of the University shall be eligible for election to the council.

A. REPRESENTATION AREAS

- i. Executive, Administrative, Managerial, Directors--2 representative
- ii. Professional Non-faculty—4 representatives
- iii. Clerical & Secretarial – 4 representatives
- iv. Technical & Paraprofessional--2 representative
- v. Skilled Crafts & Service/Maintenance--2 representatives

B. AT LARGE (4 representatives)

C. ANNUAL ELECTIONS

1. Elections shall be held annually by ballot prior to the regular meeting of the Council in June of each year.
2. Newly elected Council members shall assume their duties at the beginning of the first regularly scheduled meeting in August.

D. NOMINATION PROCEDURES

1. Members of the Council shall be elected by Representative area, by the greatest number of the total votes cast by the staff members entitled to vote within that area. Only Staff employed on a regular full-time basis are entitled to vote. Ex officio members of the Council shall be appointed by the Council and President's Cabinet as appropriate.
2. Any member of the Council who terminates employment with the University shall be removed and a vacancy declared. Those who change employment status which affects membership classification shall retain their Council seat only until the next regular election. Ex officio members shall be appointed annually, and those appointed shall not carry faculty status at their assigned campus. Successive ex officio appointments may not exceed six years.

E. TERM OF OFFICE

1. The term of office for members of the Council shall be staggered and shall be for two (2) year terms. Staggering may be accomplished by electing members to new positions for one (1) or two (2) years. Members of the Council shall serve for no more than two (2) consecutive terms of office.
2. Members of the Council may be elected to no more than two (2) terms in succession; however, a member may serve an additional one (1) term after a break in service. Terms of less than two (2) years, whether of one (1) or two (2) years duration or fraction thereof, shall count as a two-year term. Positions filled by appointment will not count as an elected term.

F. VACANCIES

1. Officer vacancies in the position of Chairperson shall be filled by the Vice-Chairperson who shall serve out the term. Vacancies in the Office of Vice-Chairperson and Recorder shall be filled by an election of the Council.
2. Member Vacancies: Member vacancies shall occur when a member terminates employment with Northeastern State University or a member changes employment which affects membership representation or resigns from the council. A seat shall be declared vacant by the Council Chairperson in the event a member of the Council has a total four (4) absences from Council meetings within one Council year.
3. Whenever a position vacancy occurs, the Chairperson shall call upon the Representative area responsible for submitting names of candidates, with their consent, to be placed in nomination to fill the unexpired term of the declared vacant seat. For terms with less than

one year remaining, the Chairperson of the Council shall appoint one (1) person from the names(s) of those placed in nomination for the vacant representative seat, following majority approval of the membership of the Council at the next regular meeting. For terms with more than one year remaining a special election for the area will be held.

IV. MEETINGS

- 1.** Regular meetings of the Council shall normally be held monthly at a time and place designated by the Chairperson. Additional regular meetings or non-standard meeting dates may be scheduled by the Chairperson. Notices of such meetings shall be furnished to members five (5) working days prior to the meeting. Electronic notification is acceptable.
- 2.** All agenda items shall be submitted to the Council Vice Chairperson who, in consultation with the Chairperson, will furnish a copy of each meeting agenda to each member at least three (3) working days prior to the meeting. Electronic notification is acceptable.
- 3.** Any regular or special meeting of the Council shall be open to the public. Notices of the meetings will be posted in the Riverhawk Daily and agendas will be available through the Office of Human Resources.

V. OFFICER/DUTIES

- 1.** Chair Person
 - a.** Presides at all meetings of the Council and appoints standing and special committees in consultation with the Council members.
 - b.** Conducts official correspondence relating to the business of the council as authorized and directed by the Council.
 - c.** Serves as the Council representative to the President's Council.
 - d.** Prepares an annual report, which includes recommendations made and responses received.
- 2.** Vice-Chairperson
 - a.** Assumes the duties of the Chairperson in his/her absence, and in the event of a vacancy in the chair succeeds him/her as chairperson.
 - b.** Prepares and distributes all meeting agendas in consultation with Chairperson.
 - c.** Arranges for meeting rooms for all Council related meetings.
 - d.** Conducts annual elections.
 - e.** Other duties shall be directed by the Chairperson.

3. Recorder

- a.** Ensures full minutes, resolutions and/or proceedings of regular and special meetings are written and routes them to the Council members as others as appropriate.
- b.** Keeps roll and attendance records and certifies a quorum is present in order to conduct official business.
- c.** Compiles a list of names, addresses and telephone numbers of Council members and elected representatives.

4. Treasurer

- a.** Oversees the collection, maintenance and availability of resources for the Council.
- b.** provides documents and gives a verbal report on the NSU Staff Council budget at each Staff Council meeting.

VI. COMMITTEES

- 1.** The Chairperson of the Staff Council may appoint, with the approval of the Council, such committees as seem necessary to conduct the work of the council. Committees will be composed of council members with voting privileges and may include additional non-voting individuals as ex-officio members.
- 2.** Each member of the Council shall serve on at least one (1) committee each year.