

Bylaws of the
Oklahoma State University-Oklahoma City
STAFF COUNCIL

ARTICLE I. NAME

The name of the organization shall be the OKLAHOMA STATE UNIVERSITY-OKLAHOMA CITY STAFF COUNCIL, also known as the Council.

ARTICLE II. PURPOSE

Section 1. Purpose

- A. The staff employees of Oklahoma State University -Oklahoma City, having recognized the need for representation and involvement of staff employees in the affairs of Oklahoma State University-Oklahoma City with the objectives of strengthening goals and functions, herein establish these bylaws for the Oklahoma State University -Oklahoma City Staff Council. Said Council would serve as a representative body of all staff employees and as an advisory role in the development and implementation of policies and procedures directed towards:
1. The facilitation of communication and cooperation between University officials and staff personnel;
 2. The promotion of professional welfare by providing and supporting professional development, community awareness, and personal development, and;
 3. To serve as a mentoring and advisory representative body for the staff.
- B. The Oklahoma State University -Oklahoma City Staff Council neither supplants nor supersedes any duly-constituted organization nor any approved policy or procedure currently in effect, and there shall be nothing contained or implied in these bylaws that shall infringe on the rights and privileges of any individual Staff employee, nor shall it deny any staff employee the pursuit of individual action that such employee may deem to be necessary for his or her personal welfare.

ARTICLE III. MEMBERSHIP, OFFICERS, & VACANCIES

Section 1: Membership

- A. The Oklahoma State University -Oklahoma City Council shall consist of representatives to be elected from the Classified Staff and from the Administrative/Professional Staff of the Oklahoma State University – OKC campus. The President of the University, any member of the President's

Executive Team, Faculty members, or Student Employees of the University shall not be eligible for election to the Council.

- B. The Oklahoma State University Staff Council shall consist of one (1) representative for every 15 employees per Division with a minimum of three (3) representatives per division. The Representative seats shall be: seat 1 A/P classification, seat 2 classified employee, and all other seats shall be either. Divisional representatives shall be elected by their peers from their respective Division. Divisions are defined as:
 - a. Office of the President, Business & Industry and Budget & Finance: it is encouraged that at least one (1) representative shall be from each of the three (3) areas. If an area does not nominate a representative then seats shall be filled from any of the other two (2) areas.
 - b. Operations
 - c. Academic Affairs
 - d. Student Services
- C. An updated member list will be maintained by the Chair of the Rules and Procedures Subcommittee with a second copy in the possession of the Secretary of the Council.
- D. The term of office for members of the Council shall be two year terms for seats 1 and 2 and shall be a one year term for all other seats. 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 if the change was an elective decision made by the member. If Division membership changes then the Council Member must vacate his/her seat and a special election must occur according to Section3-B.

Section 2: Officers

The Officers of the Council shall be elected from the membership of the Council at the regular June meeting of each year. Nominations and elections are done by voice during the meeting. Officers are elected from the newly elected Council members.

The term of office for each elected Officer shall be for one (1) year. Any Officer may be elected to succeed him or herself in the same office for not more than one (1) additional term.

- A. Chairperson
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- a. Shall preside at all meetings of the Council and shall enforce the obligations imposed upon the Council as they relate to the administrative work of the Council.
- b. Shall be a non-voting member of the Council except in instances in which a tie vote occurs, at which time the Chairperson shall cast the deciding vote.
- c. Shall conduct official correspondence relating to the business of the Council and authorized and directed by the Council. Forwarding resolutions approved by the Council to the President or other designated University Administrators following Council approval and informs the Council at the next Council meeting that the action has been forwarded.
- d. Shall ensure responses received on resolutions submitted to the President or other appropriate university administrators are read into the minutes at the next Council meeting following receipt of such response.
- e. Shall serve or nominate representatives to the University-level standing committees or councils that request staff participation as needed.
- f. Shall prepare, in consultation with the Executive Committee, the agenda for the Council meeting.

B. Vice-Chairperson

- a. Shall assist the Chairperson as needed; and in the absence of the Chairperson, the Vice Chairperson shall assume all the powers and prerogatives of the Office during the remainder of the absence.

C. Secretary

- a. Shall compose and distribute full minutes, resolutions and/or proceeding of all regular and special meetings to Council members.
- b. Shall keep the roll of members of the Council and the attendance records of members at the meetings of the Council
- c. Shall certify that a quorum is present in order to conduct the official business of the Council
- d. Shall issue notices of all meetings and shall perform other duties pertaining to the Office of Secretary. The Secretary shall, at the expiration of the term of Office, turn over to his or her successor all records and pertinent data of the Council held in his or her possession.

D. Treasurer

- a. Shall be entrusted with custody of Council funds.
- b. Shall disburse funds only as authorized by the Council and Executive Board.
- c. Shall make a full financial report annually.
- d. Shall make monthly meeting reports.

- e. Shall follow all University Accounting policies and procedures.
- f. Shall be required to sign along with the Chairperson to make all payments that are due.
- g. Shall make a full financial report annually or as the bylaws may prescribe, and to make such interim reports as the Council or the executive board may direct.

Section 3: Vacancies

- A. Officer Vacancies: vacancies in the position of Chair shall be filled by the Vice Chair who shall serve out the term. Vacancies in the Office of the Vice-Chair, Secretary or Treasurer shall be filled by an election of the Council.
- B. Member Vacancies: vacancies will be filled from among those who were nominated but not elected at the last election, in order of the highest number of votes received. These individuals will be announced as Division alternates when voting results are publicized. Whenever Division alternate pool is exhausted, the Chairperson of the Council shall request a nomination from the Division to fill the vacancy. A new person shall be elected by majority vote of the full Council.
- C. Any member of the Council who is absent from three (3) regular meetings of the Council during a Council year (July 1 – June 30) may have his or her seat on the Council declared vacant by the Chairperson of the Council. The Council member so affected may be reinstated to his or her vacant seat by submitting a written request for reinstatement to the Council, but such a request must be sustained by a majority vote of approval of the full Council at the next regularly scheduled Council meeting. If the affected Council member does not request reinstatement or if the full Council does not sustain the request for reinstatement, the seat shall be filled in accordance with Section 3-B.

ARTICLE IV. NOMINATIONS, ELECTIONS

Section 1: Nomination

- A. Nomination process will begin at the regularly scheduled April Council meeting.
- B. Written nomination forms will be distributed to all staff members without computer access, or to those who request them. Otherwise, nomination forms are sent via email to all staff members.
- C. Only staff employed on a continuous basis (50% time or more) and employed for 1 full year as of July 1st, the effective date the seat will be assumed, shall be nominated for election to a seat on the Council.

- D. All nominations shall have the consent of the nominee and all nominations shall be validated by the signature of the nominator and nominee. Written nominations shall be received by the Secretary of the Council by the regularly scheduled May Council meeting.
- E. Nomination for election of members to the Council shall be made by employees of the University division from which the Council position(s) will be filled.

Section 2: Elections

- A. The annual election shall be conducted under the jurisdiction of the Council.
- B. The Council shall provide to each eligible employee of the Administrative/Professional Staff and Classified Staff a list of nominees of all positions with instructions for completing the ballot during the voting period.
- C. A voting period of two (2) weeks shall begin the Wednesday after the regular scheduled May meeting.
- D. The Rules and Procedures Committee of the Council shall oversee all voting, resolve tie votes by lot, and certify the results to the Council at the regular scheduled meeting in June.
- E. Election of members to the Council shall be made by employees of the University division from which the Council position(s) will be filled.
- F. The newly elected Council members and Division alternates shall be announced during the regular scheduled June meeting, and shall assume their duties at the beginning of the regularly scheduled meeting in July.

ARTICLE V: COMMITTEES

Section 1: Standing Committees

- A. The Council exercises its function with the assistance of standing committees. Each member of the Council shall serve on at least one (1) standing committee.
- B. The term of membership on a standing committee shall begin in July and shall be July1 – June 30.
- C. The Chairperson of each standing committee shall be appointed by the Council Chairperson with the advice of the Council membership

- D. There shall be an equal division of member representatives on a standing committee.
- E. Non-members of the Council with special qualifications may be asked to join in the deliberation of a standing committee, but in no case shall the non-member be allowed to vote.
- F. Issues arising from Committee deliberations shall be brought, firstly, to the Council for acceptance and authorization to proceed in deliberations or investigations by said committee.
 - a. Upon acceptance and authorization of the issues brought to the Council adherence to the following guidelines shall be required:
 - i. Unofficial inquires and researches shall be made only when pertaining to an authorized subject.
 - ii. All standing committees shall make a verbal report on a monthly basis to the Council general meeting. A written monthly report shall be signed by all Committee members in attendance and voting, and shall be submitted to the Secretary. iii. Committee Reports shall include the results of all amendments that arise during Committee deliberations
 - iv. Copies of all correspondence conducted during the report period shall be attached to the report
- G. Standing Committees established:
 - a. Rules and Procedures Committee
 - b. Staff Policies, Benefits, and Budget Committee
 - c. Public Relations Committee
 - d. Awards and Recognition Committee
 - e. Executive Committee

Section 2. Special or Ad hoc Committees

- A. A Special or ad hoc committees shall be created by the Council at any time it is deemed necessary to consider particular problems, issues and/or concerns of the Staff.
 - B. Terms of special committees shall not exceed one (1) year.
 - C. Reports of special committees shall be made to the Council for action.
 - D. Special committee Chairpersons shall be appointed by the Council Chairperson with the advice and consent of the Council membership.
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ARTICLE VI: Meetings

Section 1: Meetings

- A. Regular meeting of the Council will normally be held on the third Tuesday of each month at a time and place designated by the Chairperson. All Council members and non-member agenda items should be submitted to the Chairperson of the Council at least five (5) business days prior to the Council meeting, to be placed on the agenda for the next Council meeting.
- B. Special meetings of the Council may be called by the Chairperson of the Council or by any three (3) members of the Council.
- C. All meetings of the Council shall be open to the public.
 - a. Non-members of the Council or of a Council's committee who address the Council shall be limited to five (5) minutes to present their views or to state their position in any matter under Council consideration.
- D. Any Committee member can make a motion for a closed session during the designated time of the meeting or in advance of the meeting. The requestor may remain anonymous by asking the Chair to make the motion. A reason for closure needs to be stated within the motion and a majority vote of the Council must be reached before a closed session can be granted. Once granted, all non-qualified staff members will be excused.
- E. Elected members shall, as part of their University duties, be allowed to attend Council and subcommittee meetings and events, contingent on supervisor approval.

Section 2: Meeting Procedures

- A. A majority of the members of the Council shall constitute a quorum authorized to transact business at any regular or special meeting of the Council. If during the course of a Council meeting the number of members present falls below the majority of eligible membership, the meeting shall be recessed until such members are present.
- B. Voting by the Council membership shall be by voice, show of hands, or by ballot as deemed necessary by the Chairperson.

- C. The rules of parliamentary procedure, as laid down in Robert's Rules of Order, shall govern all meetings of the Council and its permanent and special committees.

Section 3: Meeting Agenda

The order of business for each Council meeting shall include:

- A. Roll Call
- B. Approval of Minutes
- C. Approval of Agenda
- D. Executive Update
- E. Report of Standing Committees
- F. Report of University Committees
- G. Officer Reports
- H. Old Business
- I. Unfinished Business
- J. New Business
- K. Announcements
- L. Adjournment

ARTICLE VII. AMENDMENTS OF BYLAWS

Section 1: Amendments of Bylaws

- A. Proposals for amendments, alterations, annulments, or suspension of the Bylaws shall be submitted in writing to the Secretary of the Council, who shall send copies of such proposal(s) to each member of the Council prior to the next regularly scheduled meeting of the Council.
 - a. Proposal(s) that have been approved by a majority of the full Council shall be submitted to the general membership of the OSU-OKC Staff for vote within one (1) regular meeting of the Council. Passage or failure of such amendments shall be determined by a majority of votes cast.
 - b. All changes to the bylaws must complete the following process:
 - i. Approval by majority vote of permanent OSU-OKC Staff.
 - ii. Review process by OSU legal counsel.
 - iii. Approval by A&M Board of Regents.