

12 Eastern Oklahoma State College (EOSC) Staff Council Bylaws

I. REPRESENTATION

The EOSC Staff Council represents all staffed employees at all EOSC locations.

II. MISSION, PURPOSE/GOALS, & RESPONSIBILITIES

1. The mission of the Staff Council is to:

- Engage in decision-making and support and promote the interests and needs of the College and its staff.

2. The purpose and goals of the Staff Council is to:

- Support staff in the process of continuous improvement for the success of students.
- Promote mutual accountability, respectful interaction, and a supportive, open organizational climate.
- Advocate on behalf of staff on areas of shared concern or interest.
- Participate, assist, and advise in decision-making processes.
- Communicate change and initiate new endeavors.
- Enhance and build community involvement through service.

3. The responsibilities of the Staff Council is to:

- Represent and provide leadership to staff.
- Make recommendations to the Administration regarding actions, programs, policies, and procedures.
 - Staff Council is not the forum for issues concerning wages, as these are the responsibility of the College Administration.
 - Staff Council Serves in a support role to staff regarding issues of mutual concern.
- Solicit and encourage communication, collegiality, and cooperation.
- Provide a forum where information, opinions, and innovations can be shared.
- Organize, promote, and facilitate College and community partnership events and activities.
- Participate through representation on governance groups.
- Recommend representation on working groups, standing committees, and task forces.

III. MEMBERSHIP

1. Composition of Staff Council

- a) Membership is open to all staff. To ensure that all staff is adequately represented, Staff Council membership shall consist of representatives from various departments throughout the college.

- b) EOSC prohibits discrimination based on race, color, religion, sex, national origin, age, disability, or veteran status.
- c) Each representative will be subject to an annual review or reviewed by members due to any special circumstance that may arise.
- d) Each representative is elected by current Staff Council members.
- e) A Staff Council representative's membership and voting rights will terminate if they:
 - i. Take a position within the College resulting in a change of employment status. i.e., becoming a Faculty or Leadership Council member.
 - ii. Resign.
 - iii. Are dismissed due to a violation of the Staff Council Bylaws.

2. Nominations and Elections

- a) Nominations of any kind will be discussed during regular meetings, or any special meetings called.
- b) Elections shall not be made without a vote from all council members.

3. Vacancies / Resignations / Recalls

- a) In the event of a vacated member position, the Staff Council members will review the remaining list of nominees to select the staff member with the next highest total number of votes.
- b) In the event a Staff Council member is unable to fulfill their position for any reason, a special nomination and election must be held. Any member may resign at any time.
- c) Council members may request the recall of any Staff member if it is felt that the member is not representing the best interests of Staff Council. The fellow members, after a simple majority vote, may initiate a recall. A member is recalled by a simple majority of Staff Council members in attendance at a regular monthly meeting or a special meeting.

IV. STAFF COUNCIL OFFICERS and COUNCIL MEMBERS

1. The Staff Council Officers shall be elected by majority vote of all the Staff Council members and will serve in one of the following roles: Chair, Vice Chair, Secretary, and Treasurer.

2. The Staff Council Officers and/or Members shall:

- a) Serve on Sub-Committees.
- b) Serve as an official representative of the Staff Council at College functions.
- c) Have thorough knowledge of the Staff Council Bylaws.

3. The Chair shall:

- a) Preside over Staff Council meetings.
- b) Set and distribute agenda for meetings.
- c) Serve on various college councils, or whom he/she appoints.
- d) Convene and facilitate member appointments and / or participation on Staff Council sub-committees and College-wide committees, as necessary.

- e) Upon majority vote of Staff Council members, provide in writing the final notification of termination to the Staff Council Representative.
 - f) Present information to the Administration as needed or required.
 - g) Train the newly appointed Chair of duties once resigned or before resigning.
4. The Vice-Chair shall:
- a) Assume all duties in the Chair's absence.
 - b) Assist the Chair in determining and distributing the agenda for meetings.
5. The Secretary shall:
- a) Record and distribute the draft minutes to the Staff Chair for review prior to the final approval within one week after the regularly scheduled meeting.
 - b) Submit the finalized meeting minutes to the Staff Council for an approval vote.
 - c) Schedule rooms or virtual space for meetings and notify Staff Council Representatives of meeting location via meeting invites.
 - d) Archive and maintain the Staff Council records.
 - e) In the event that the Secretary is absent, officers will rotate to record the minutes of the meeting.
6. The Treasurer shall:
- a) Be responsible for all financial aspects of Staff Council functions, including making any deposits to Staff Council accounts, processing purchase requisitions and purchase orders according to EOSC policy.
 - b) Process Staff Council Representatives' funding requests. Funding requests must be made in writing, with supporting price quotes, documentation, and purpose of the event. Staff Council will review, and vote on event approvals as received. Funds may be used for Staff Council Outreach events, and other related Staff Council activities, if approved.
 - c) Maintain and reconcile receipts and expenditures.
 - d) Report budgetary activities, as requested.
7. The Staff Council Representatives shall:
- a) Provide any staff concerns to all Staff Council Officers for input at regular scheduled meetings.
 - b) Attend regular scheduled meetings and any special meetings.
 - c) Report to Staff Council Officers on discussions and/or actions that are from other committees.
8. The Past-Chair (non-voting Officer) shall: a. Act as a mentor to the Chair and other officers as needed.

V. Meetings

1. Conducting Meetings

- a) Staff Council meets monthly, College schedule permitting.
- b) Regular meetings of Staff Council shall be open to all College employees, and will allow visitors to speak of any concerns brought to meeting, up to 3 minutes per subject .
- c) The Vice Chair will re-schedule and inform representatives of any changes that are made to meeting dates and/or locations.
- d) The agenda for meetings will be developed by the Chair.
- e) Agenda items may be sent for consideration to the Chair and may be added to the agenda at the Chair's discretion.
- f) The Chair will authorize modifications to the agenda with the Staff Council's consensus.
- g) Meetings generally follow the current Robert's Rules of Order.

2. Attendance Requirements

- a) Elected members serve on behalf of their constituents as a representative of their interests, needs, and concerns.
- b) Attendance and participation are extremely important as presentations, discussions, and decisions are made which require the participation and votes of Staff Council members.
- c) Accommodations to attend meetings may need to be arranged with the representative's Supervisor.
- d) In the event of an absence from a regular monthly meeting, the representative may/shall email the Chair and Secretary the name of a Proxy to represent the absent member.
- e) Special or Emergency meetings of Staff Council may be called at any time during business hours if approved by the Chair.
- f) Any representative that misses three (3) or more meetings per year is subject to participatory evaluation and dismissal per Officers' vote if absences were not approved.

3. Voting

- a) Voting is reserved for currently elected representatives of EOOSC.
- b) A quorum of members and /or member Proxy must be in attendance before a motion may be voted on. A motion is passed by simple majority vote within a quorum.
- c) A quorum consists of no less than two-thirds of the total elected representatives.
- d) Items requiring a vote may be conducted through virtual meeting or email and will be passed by a majority of a quorum consisting of voting members.

4. Submission of items to/or recommended from other college councils and committees:

- a) Will be discussed and reviewed at a Staff Council Meeting for possible submission.
- b) Will require a vote to move forward.

VII. SUB-COMMITTEES

1. Staff Council Officers may vote to form sub-committees that will serve in an advisory capacity to the Council and/or the College or to assist in College-wide strategic initiatives.
2. Sub-committee participation will consist of Staff Council members who express an interest or as appointed by the Chair.
3. Committees may utilize subject matter experts outside of the Staff Council.
4. Standing Sub Committees:
 - a) Bylaws Sub-Committee:
 - i. The Bylaws Sub-Committee is charged with reviewing the Bylaws for relevance and making amendments, as necessary. A draft of the proposed changes will be presented to the Staff Council representatives for a vote.
 - ii. Upon approval, the Bylaws must be submitted to the Administrative Liaison for review and Administrative approval.
 - iii. Once all approvals have been granted, the Bylaws will go into effect immediately.