

PREAMBLE

The University of Missouri-St. Louis Staff Association is a body formed to consider, to recommend, and to take such other actions as are properly related to the common concerns and best interest of those personnel at the University of Missouri-St. Louis identified under the classification of membership in these By-Laws.

Proposed

PREAMBLE

The University of Missouri-St. Louis Staff Association is a body formed to consider, to recommend, and to take such other actions as are properly related to the common concerns and best interest of those personnel at the University of Missouri-St. Louis identified under the classification of membership in these bylaws.

Justification

Make minor grammatical change.

ARTICLE I - NAME

The organization herein defined shall be known officially as the University of Missouri-St. Louis Staff Association, hereafter referred to as the Staff Association.

No proposed changes at this time.

ARTICLE II - MEMBERSHIP

All benefits eligible administrative, service and support staff of the University of Missouri-St. Louis who have a full time equivalence of 75% or more will be considered members of the Staff Association. All members shall have full voting rights in the Staff Association.

No proposed changes at this time.

ARTICLE III - PURPOSES

The purposes of the Staff Association shall be to foster a spirit of unity and cooperation among all employees of the University of Missouri-St. Louis, to consider methods and means by which employment conditions may be improved and the operating efficiency of the University of Missouri-St. Louis increased; to receive and consider matters concerning working conditions of membership; to make such recommendations that it deems appropriate, and to provide a means of communicating problems of mutual concern between the Staff Association and the University of Missouri-St. Louis administration.

No proposed changes at this time.

ARTICLE IV - OFFICERS OF THE STAFF ASSOCIATION

I. OFFICERS

The Officers of the Staff Association shall consist of a President, Vice-President/President-Elect, and Secretary/Treasurer. Any member of the Staff Association who has a minimum of six (6) months full time employment may run for office. An officer shall not be elected to the same office for more than two consecutive terms.

II. NOMINATIONS AND ELECTION OF OFFICERS

The nominations shall be solicited and elections conducted according to Article VIII of these By-Laws.

III. VACANCIES

- A. In the event the office of President becomes vacant, the Vice-President/President-Elect shall assume the office. In addition to completing the current term as President, the Vice-President shall serve full term as President for which he/she was elected.
- B. In the event the office of Vice-President/President-Elect or Secretary/Treasurer should become vacant, the Staff Council shall appoint the successor for the remainder of the term.

IV. DUTIES OF THE OFFICERS

- A. The President of the Staff Association shall preside at all meetings of the Staff Association and the Staff Council, and shall enforce all regulations and policies of the Staff Association.
- B. The Vice-President shall preside in the absence of the President and represent the President at other functions as requested by the President.
- C. The Secretary/Treasurer shall take minutes of the meeting, make arrangements for subsequent meetings, and distribute meeting notices and any other necessary information. The Secretary/Treasurer shall also be responsible for all financial records of the Staff Association.

Proposed

ARTICLE IV - OFFICERS OF THE STAFF ASSOCIATION

I. OFFICERS

The Officers of the Staff Association shall consist of a Chair, Vice Chair, and Secretary/Treasurer.

II. NOMINATIONS AND ELECTION OF OFFICERS

The nominations shall be solicited and elections conducted according to Article VIII of these bylaws.

III. QUALIFICATIONS

The Chair shall have experience of at least one full and completed term as an elected representative before being eligible to serve as Chair

IV. DUTIES OF THE OFFICERS

- A. The Chair of the Staff Association shall preside at all meetings of the Staff Association and the Staff Council, and shall enforce all regulations and policies of the Staff Association.
- B. The Vice Chair shall preside in the absence of the Chair and represent the Chair at other functions as requested by the Chair. The Vice Chair shall chair the Employee Advocacy Committee.
- C. The Secretary/Treasurer shall take minutes of the meeting, make arrangements for subsequent meetings, and distribute meeting notices and any other necessary information. The Secretary/Treasurer shall also be responsible for all financial records of the Staff Association and shall chair the Communications Committee.
- D. The immediate Past Chair shall chair the Membership and Elections Committee.

V. VACANCIES

- A. In the event the office of Chair becomes vacant, the Vice Chair shall assume the office for the remainder of the term.
- B. In the event the office of Vice Chair or Secretary/Treasurer should become vacant, the Staff Council shall appoint the successor for the remainder of the term.

Justification

The change in officer titles makes the titles consistent with all other UM staff councils and the Intercampus Staff Advisory Council (ISAC).

Incorporating qualifications for the chair ensures the candidate is familiar with the Staff Association, Staff Council and how it functions.

The Vice Chair currently has little responsibility other than filling in as-needed for the Chair. Taking responsibility for Employee Advocacy Committee provides a greater purpose to the second-in-command of the organization. Truly, advocacy for employees is one of the most important purposes of the organization and should be led by an officer.

The Secretary/Treasurer is already responsible for official documentation and minutes of the Staff Association; adding Communications Committee to their responsibilities seems natural. There will be additional members of the committee to perform duties.

Incorporating a role for the Past Chair will help keep that knowledgebase accessible for another term. The Past Chair should have an excellent understanding of the membership and the elections process to be able to chair the Membership and Elections Committee.

ARTICLE V - STAFF ASSOCIATION MEETINGS

The Staff Association shall meet at least once each semester during the academic year. The President of the Staff Association may call special meetings at any time. Members of the Staff Association shall be notified prior to all meetings.

Proposed

ARTICLE V - STAFF ASSOCIATION MEETINGS

The Staff Association shall meet during both the fall and spring semester of each academic year. The Chair of the Staff Association may call special meetings at any time. Members of the Staff Association shall be notified prior to all meetings.

Justification

Title change of President to Chair
Specify the semesters Association meetings are held

ARTICLE VI - STAFF ASSOCIATION COUNCIL

I. MEMBERSHIP

The voting members of the Staff Council shall consist of the officers of the Staff Association and representatives elected from each unit as defined in Article VI, Sections 2 and 3. These members shall be elected in May for a period as described in Article VI, Section 1a and shall take office in July. No member shall hold more than one office at a time.

A. Terms of Membership

1. Beginning July 1, 2005, the term of membership shall be two (2) years for Unit Representatives and one (1) year each for Officers and Assembly Representatives, ending the last day of June. Staff Council members may be eligible for re-election to a second term, but no person shall serve longer than two (2) consecutive terms unless a third consecutive term is as an officer and both previous terms were not as an officer. The only exception is if the third consecutive term is for an officer position and the first two consecutive terms were not both as an officer. However, after one year off, an individual can stand for re-election. The position of Vice President/President -Elect is considered one term served over two years.
2. If any council member elected is unable to complete his/her term, see section IV, of Article IV (Vacancies).
3. If a Staff Council member changes Units for which the individual was elected, the individual's membership on the Staff Council will continue until that individual's term expires. (For example, if the Unit Representative for Computer Center Building changes office location to

South Campus Classrooms Building, this Unit Representative will continue membership until the term expires.)

B. Officers

The officers of the Staff Council shall be the same as the officers of the Staff Association with the same duties and responsibilities.

C. Unit Representatives

A unit is a building or group of buildings. Any member of the Staff Association who has a minimum of six (6) months full time employment may run for unit representative from his/her unit. Representatives are determined by the number of Staff Association members they represent and will be determined as follows: 1-75 members = 1 representative; 76-150 members = 2 representatives; 150 up = 3 representatives. No unit shall elect more than three representatives.

The unit list will be kept on the Staff Association web site. The list will be reviewed every February by the Membership committee. Changes to units must be approved by the Staff Council prior to April nominations for unit representative positions.

D. Representatives to University Assembly

Any member of the Staff Association who has a minimum of six (6) months full time employment may run for any one (1) of the two (2) open positions as representatives to the University Assembly. The third (3rd) representative to the University Assembly shall be The President of the Staff Association.

E. Representatives to the University Assembly Committees

Any member of the Staff Association who has a minimum of six (6) months full time employment may run for representative to any one (1) of the following University Assembly Committees. The number of staff on each committee is determined by the Faculty Senate and University Assembly. The number in parentheses after each committee name indicates the number of staff that can be elected to each committee.

1. Committee on Physical Facilities and General Services (1)
2. Committee on Information Technology (2)
3. Committee on Administrator Evaluation (1)
4. Budget and Planning Committee (1)
5. Student Affairs (1)
6. Any Ad Hoc Assembly Committee for which there is staff representation

The President of the Staff Association shall be a member of the University Assembly Budget and Planning Committee.

II. DUTIES OF THE STAFF COUNCIL

The Staff Council shall act on behalf of the Staff Association and shall make reports to the Staff Association at the regular meeting.

III. MEETINGS OF THE STAFF COUNCIL

- A. The Staff Council shall meet at least once each month.
- B. The President may call special meetings of the Staff Council.
- C. Staff Council meetings will be open unless otherwise specified.

IV. VACANCIES

In the event of a vacancy of a unit or Assembly committee representative, the President shall be authorized to recommend a replacement from the affected unit or committee to fill the unexpired term, subject to the approval of the Staff Council.

Proposed

ARTICLE VI - STAFF COUNCIL

I. MEMBERSHIP

The voting members of the Staff Council shall consist of the elected representatives. These members shall be elected in May as described in Article VIII and shall take office in July. Any member of the Staff Association who has a minimum of six (6) months full time employment may run for Staff Council. There shall be up to twenty-five (25) representatives, enough to fill the roles of officers, representatives to the University Assembly and its Committees, and fill the minimum requirement of Standing Committees membership.

A. Terms of Membership

1. Beginning July 1, 201x, the term of membership shall be two (2) years for all elected representatives, ending the last day of June. Staff Council members may be eligible for re-election to a second term, but no person shall serve longer than two (2) consecutive terms unless a third consecutive term is as Past Chair. However, after one year off, an individual can stand for re-election. If any council member elected is unable to complete his/her term, see Article VI, (Vacancies).

B. Officers

The officers of the Staff Council shall be the same as the officers of the Staff Association with the same duties and responsibilities.

C. Representatives to University Assembly and its Committees

Any elected representative may serve as a representative to any one (1) of the University Assembly Committees listed below. The number of staff on each committee is determined by the Faculty Senate and University Assembly. The number in parentheses after each committee name indicates the number of staff that can be elected to each committee. Qualifications, if any, to serve on the committee are indicated after the number in parentheses.

1. University Assembly (2)
 2. Physical Facilities, Space and General Services Committee (1)
 3. Information Technology Committee (2); must be a user of campus technology; when possible, should not be from the ITS unit
 4. Administrator Evaluation Committee(1)
 5. Budget and Planning Committee (1); must have minimum of one full and completed term as an elected representative; must have an understanding of university fiscal operations and/or budgeting process
 6. Student Affairs Committee (1); when possible, should not be from the Student Affairs division
 7. Any Ad Hoc Assembly Committee for which there is staff representation
- The Chair of the Staff Association shall be a third (3rd) voting representative to the University Assembly and a second (2nd) voting representative to the University Assembly Budget and Planning Committee.

II. DUTIES OF THE STAFF COUNCIL

The Staff Council shall act on behalf of the Staff Association and shall make reports to the Staff Association at the regular meeting.

III. MEETINGS OF THE STAFF COUNCIL

1. The Staff Council shall meet at least once each month.
2. The Chair may call special meetings of the Staff Council.
3. Staff Council meetings will be open unless otherwise specified.

IV. VACANCIES

In the event of a vacancy of a representative, the Chair shall be authorized to recommend a replacement to fill the un-expired term, subject to the approval of the Staff Council.

Justification

Units and job responsibilities are often changing as the campus works through budget-focused initiatives and restructuring. By allowing the representatives to be selected from the overall Staff Association population instead of designated units, we are more likely to find representatives who are willing and able to give their time to the Staff Council.

These representatives will fill a role other than representative of Staff Association, they will also be elected as Staff Association Officers (3), University Assembly and its committees Representatives (8), Standing Committee members (9), and Special Committees chairs and members.

ARTICLE VII - COMMITTEES

I. STANDING COMMITTEES

The standing committees shall be called Membership, Nominations/Elections, Welfare, Communications, Legislative Concerns and Program. The President shall recommend the chairperson of each standing committee subject to the approval of the Staff Council. If the chairperson is not a member of the Staff Council, he/she shall be an *ex-officio, non-voting*, member of the Staff Council. The chairperson of each standing committee shall take office immediately upon approval. Committee chairpersons shall give a report at each meeting. The chairperson of each standing committee shall attempt to obtain a balanced representation of committee members and to select from those who have shown an interest in serving on committees.

A. Membership Committee

The Membership Committee shall consist of at least three (3) members. Duties of the Membership Committee shall be to determine the eligibility for Staff Association membership, to welcome new members in an appropriate fashion, to maintain a list of members, and to perform other related tasks that the Staff Council may deem appropriate. The Committee will also annually review membership numbers and unit representative designations and propose any changes for Article VI, of these By-Laws on or before the February Staff Council meeting.

B. Nominations/Elections Committee

The Nominations/Elections Committee shall consist of at least three (3) members. The duties of the Nominations/Elections Committee are defined in article VIII, Nominations/Elections of these By-Laws.

C. Welfare Committee

The Welfare Committee shall consist of at least three (3) members. The duties of the Welfare Committee are to bring to the Staff Council concerns that have been initiated by the membership concerning working conditions, benefits and other issues relating to the welfare of the staff. The duties shall include, but not be limited to, 1) assisting any staff member who wishes to discuss a welfare issue, 2) consulting with various administrative offices and/or services (*i.e.*, Women's Center, Office of Equal Opportunity, and Campus Mediation Service) concerning welfare issues, and 3) bringing welfare concerns to the attention of the Staff Council for appropriate consideration.

D. Communications Committee

The Communications Committee shall consist of at least three (3) members. Duties of the Communications Committee shall be to coordinate and provide information to Staff Association members, and to promote and encourage ideas for the Staff Association Newsletter, which shall be published on a regular basis. The Staff Association Newsletter shall have an Editor appointed by the President of the Staff Association subject to the approval of the Staff Council. The appointment of the Editor is to be ongoing, with periodic reviews. The Editor of the Staff Association

Newsletter shall be an *ex-officio, non-voting*, member of the Staff Council if not an elected member of the Staff Council and shall attend all Staff Council meetings. The Editor may serve as Chair of the Communications Committee.

The President of the Staff Association shall recommend a Web Master each year with Staff Council approval. The Web Master shall be responsible for revising and updating the Staff Association Web Pages. This appointment shall be considered an *ex-officio* member with no voting rights if not an elected member of the Staff Council. The Web Master may serve as Co-Chair of the Communications Committee.

E. Legislative Concerns Committee

The Legislative Concerns Committee shall consist of at least three (3) members. Duties of the Legislative Concerns Committee shall be to keep Staff Association members aware of legislative action that impacts upon the University in general and the University of Missouri-St. Louis in particular. In addition, committee members shall make the Staff Association membership aware of whom their State Legislators are and how the Association and Legislators may have an impact on decisions affecting the University.

F. Program Committee

The Program Committee shall consist of at least three (3) members. Duties of the Program Committee shall be to obtain speakers when appropriate and organize and publicize the semester meetings and other events sponsored by the Staff Association. Social events may be included.

II. SPECIAL COMMITTEES

Special Committees shall be established as needed by the Staff Council. The President shall recommend the chairperson of each special committee subject to the approval of the Staff Council. If the chairperson is not a member of the Staff Council, he/she shall be an *ex-officio, non-voting*, member of the Staff Council for the duration of the committee assignment. The chairperson shall give a report at each meeting. The chairperson of each special committee shall attempt to obtain a balanced representation of committee members and to select from those who have shown an interest in serving on committees.

III. NON-STAFF ASSOCIATION COMMITTEES

The President shall be authorized to recommend appointments to non-staff association committees and meetings when such recommendations must be made before the next scheduled meeting of the Staff Council. In such cases where the Staff Council shall meet before appointments must be made, the Staff council shall approve any such recommendations.

IV. REPRESENTATIVES TO UNIVERSITY ASSEMBLY

Each year the Staff Association shall have two (2) open positions as voting representatives to the University Assembly. Solicitation of nominations and election of each of these representatives shall be conducted according to Article VIII of these By-Laws.

The third (3rd) voting representative to the University Assembly shall be the President of the Staff Association.

V. REPRESENTATIVES TO UNIVERSITY ASSEMBLY COMMITTEES

Each year the Staff Association shall have voting representative(s) on each of the following University Assembly committees as designated in the Faculty by-laws:

- A. Committee on Physical Facilities and General Services
- B. Committee on Computing and Instruction Technology
- C. Committee on Administrator Evaluation
- D. Budget and Planning Committee
- E. Any Ad Hoc Assembly Committee for which there is staff representation

Solicitation of nominations and election of each of these representatives shall be conducted according to Article VIII of these By-Laws.

The President of the Staff Association shall be a voting representative of the University Assembly Budget and Planning Committee.

Proposed

ARTICLE VII - COMMITTEES

I. STANDING COMMITTEES

The standing committees shall be called Membership and Elections, Employee Advocacy, and Communications. These committees shall be chaired by Staff Association Officers, per the duties of their office. The chairperson of each standing committee shall take office July 1st. Committee chairpersons shall give a report at each Staff Council meeting. The chairperson of each standing committee shall attempt to obtain a balanced representation of committee members and to select from those who have shown an interest in serving on committees.

A. Membership and Elections Committee

The Membership and Elections Committee shall consist of at least three (3) members. Duties of the Membership and Elections Committee shall be to determine the eligibility for Staff Association membership, to welcome new members in an appropriate fashion, to maintain a list of members, to annually review membership numbers, and to solicit nominations for Staff Council and conduct elections.

B. Employee Advocacy Committee

The Employee Advocacy Committee shall consist of at least three (3) members. The duties of the Employee Advocacy Committee are to bring to the Staff Council concerns that have been initiated by the membership concerning working conditions, benefits and other issues relating to the welfare of the staff. The duties shall include, but not be limited to, 1) assisting any staff member who wishes to discuss a welfare issue, 2) consulting with various administrative offices and/or services concerning welfare issues, and 3) bringing welfare concerns to the attention of the Staff Council for appropriate consideration.

C. Communications Committee

The Communications Committee shall consist of at least three (3) members. Duties of the Communications Committee shall be to coordinate and provide information to

Staff Association members, and to promote and encourage ideas for the Staff Association newsletter, which shall be published on a regular basis. The Staff Association newsletter shall have an editor appointed by the chair of the committee, subject to the approval of the Staff Council. The appointment of the editor is to be ongoing, with periodic reviews. The editor of the Staff Association newsletter shall be an *ex-officio, non-voting* member of the Staff Council if not an elected member of the Staff Council and shall attend all Staff Council meetings. The chair of the committee may serve as the editor.

The chair of the committee shall recommend a webmaster each year, subject to the approval of the Staff Council. The web master shall be responsible for revising and updating the Staff Association web pages. This appointment shall be an *ex-officio, non-voting* member of the Staff Council if not an elected member of the Staff Council. The chair of the committee may serve as web master.

II. SPECIAL COMMITTEES

Special Committees shall be established as needed by the Staff Council. The Chair shall recommend the chairperson of each special committee subject to the approval of the Staff Council. If the chairperson is not a member of the Staff Council, he/she shall be an *ex-officio, non-voting* member of the Staff Council for the duration of the committee assignment. The chairperson shall give a report at each meeting. The chairperson of each special committee shall attempt to obtain a balanced representation of committee members and to select from those who have shown an interest in serving on committees.

III. NON-STAFF ASSOCIATION COMMITTEES

The Chair of the Staff Association shall be authorized to recommend appointments to non-Staff Association committees and meetings when such recommendations must be made before the next scheduled meeting of the Staff Council. In such cases where the Staff Council shall meet before appointments must be made, the Staff Council shall approve any such recommendations.

IV. REPRESENTATIVES TO UNIVERSITY ASSEMBLY

Each year the Staff Association shall have voting representatives to the University Assembly as outlined in Article VI. Solicitation of nominations and election of each of these representatives shall be conducted according to Article VIII of these bylaws.

V. REPRESENTATIVES TO UNIVERSITY ASSEMBLY COMMITTEES

Each year the Staff Association shall have voting representative(s) on each of the following University Assembly committees:

- A. Physical Facilities, Space and General Services
- B. Information Technology
- C. Administrator Evaluation
- D. Budget and Planning
- E. Student Affairs
- F. Any Ad Hoc Assembly Committee for which there is staff representation

Solicitation of nominations and election of each of these representatives shall be conducted according to Article VIII of these bylaws.

Justification

The six Standing Committees have been reduced to three after evaluating need:

- The Program Committee has been eliminated as these tasks have been performed by Staff Association officers in recent years.
- The Legislative Concerns Committee has been inactive for years, as well. The Staff Association officers can gather information from ASUM newsletters and other university resources.
- The Membership Committee has been performing a single task of reviewing membership numbers before elections. The Nominations/Elections Committee has also been performing a single task of coordinating the elections process. Since the two tasks are so closely related, the committees have been combined. Additionally, with elections only taking place once per biennium instead of annually, the committee may focus on welcoming new members when not focused on elections. This newly combined committee will be chaired by the immediate Past Chair of Staff Association as they will have knowledge of the workings of and membership of the Staff Association by virtue of their previous role.
- The Welfare Committee has been inactive for years, mostly due to confusion about the purpose of this committee versus the purpose of the Human Resources unit. Changing the name to the Employee Advocacy Committee better describes the purpose. The committee will be chaired by the Vice Chair so that they may bring concerns initiated by the membership forward to the Staff Council as part of the meeting agenda.
- The Communications Committee will not change much other than to be chaired by the Secretary/Treasurer, who is already keeping official documentation of Staff Association affairs.

The Student Affairs Committee was added to the list of University Assembly committees as it had been erroneously omitted in the previous version of the bylaws.

ARTICLE VIII - NOMINATIONS/ELECTIONS

I. METHOD OF SELECTION OF NOMINATIONS/ELECTIONS COMMITTEE

The chairperson of the Nominations/Elections Committee shall select a representative cross section of at least three (3) members of the membership to serve on the Nominations/Elections Committee and submit to the Staff Council for approval at the regular February meeting.

II. DUTIES OF THE NOMINATIONS/ELECTIONS COMMITTEE

The Nominations/Elections Committee shall solicit nominations for officers and unit representatives, and shall conduct elections for these offices.

III. TIME AND METHOD OF NOMINATIONS

Nominations shall be solicited in April from the membership of the Staff Association as necessary to fill open positions. The Committee must obtain permission from each nominee before that person's name can appear on the ballot. If nominated for more than one position, the staff member must choose for which position they will run. No staff member shall run for more than one position in the same election. Current Staff Council members are not eligible to be nominated for a position which will overlap with the current position's term.

IV. TIME AND METHODS OF ELECTIONS

The Nominations/Elections Committee shall determine the procedures for elections subject to the approval of the Staff Council:

- A. The Nominations/Elections Committee shall conduct elections by ballot in May.
- B. Officers shall be elected by the general membership of the Staff Association. The vote necessary to elect officers shall be a plurality of votes cast. Officers shall be elected to a (one) 1 year term.
- C. Members of their respective units shall elect their Unit Representatives. The vote necessary to elect unit representatives shall be a plurality of votes cast. Unit Representatives shall be elected to a 2 (two) year term.
- D. Representatives to University Assembly and University Assembly Committees shall be elected by the general membership of the Staff Association. The vote necessary to elect representatives to University Assembly and University Assembly Committees shall be a plurality of votes cast for each committee representative. Representatives to University Assembly and Assembly Committees shall be elected to a 1 (one) year term.
- E. The Nominations/Elections Committee shall keep the roster of all candidates and numbers of votes cast for each.

Proposed

ARTICLE VIII - ELECTIONS

I. METHOD OF SELECTION OF MEMBERSHIP AND ELECTIONS COMMITTEE

The chairperson of the Membership and Elections Committee shall be the immediate past chair and shall select at least three (3) members of the membership to serve on the committee upon the approval of the Staff Council.

II. TIME AND METHOD OF NOMINATIONS

Nominations shall be solicited in April from the membership of the Staff Association. The committee must obtain permission from each nominee before that person's name can appear on the ballot. Any member of the Staff Association who has a minimum of six (6) months full-time employment can be considered for nomination.

III. TIME AND METHODS OF ELECTIONS FOR REPRESENTATIVES

The Membership and Elections Committee shall conduct elections by ballot in May. The Membership and Elections Committee shall keep the roster of all candidates and numbers of votes cast for each.

IV. TIME AND METHODS OF ELECTIONS FOR OFFICERS AND REPRESENTATIVES TO THE UNIVERSITY ASSEMBLY AND ITS COMMITTEES

- A. The Membership and Elections Committee shall conduct elections by ballot at a meeting with newly elected representatives between the close of elections in May and June 15.
- B. Officers and Representatives to the University Assembly and its committees shall be selected from and elected by the newly elected representatives of the Staff Association. In a contested election, the candidate receiving the greatest number of votes for that office shall be declared the winner. Officers and Representatives to the University Assembly and its committees shall hold that position for their entire two year term.
- C. Elections shall be conducted in the following order:
 1. Chair
 2. Vice Chair
 3. Secretary/Treasurer
 4. Budget & Planning Committee Representative
 5. Physical Facilities, Space, and General Services Committee Representative
 6. Student Affairs Committee Representative
 7. Information Technology Committee Representative (2)
 8. Administrator Evaluation Committee Representative
 9. University Assembly Representative (2)
- D. The Membership and Elections Committee shall keep the roster of all candidates and numbers of votes cast for each.

Justification

One-year terms are not enough for elected positions to gain an understanding of their role and responsibilities. Additionally, having some positions have one-year terms while others have two-year terms often leads to confusion about term limits among other things. Faculty senators hold multi-year terms, as do the members of other UM campus staff councils. Moving to a two-year term puts the Staff Council more in-line with similar governing boards.

The purpose of unit representatives (a unit being a building or group of buildings) has not been effective in recent years. The Bylaw Review Committee suggests changing to elect representatives from the general population rather than from specific buildings. Doing so should allow for a greater number of interested candidates to run for representative positions. All representatives will represent all staff. Therefore, any staff member may approach any representative with their concerns or ideas.

As the environment at UMSL has changed over the years, so has the ability for staff to make time to serve on the Staff Council. Reducing the number of elected Council members is necessary. The Bylaw Review Committee decided the ideal number of elected representatives to be 20:

- Currently there are 27 elected Council members, and Unit Representatives represent *up to* 75 Staff Association members. Using census data captured November 1, 2015, there are just under 1000 Staff Association members. If a representative elected from the general population represented 75 members, there would be only 14 representatives, which is less than half of the current Council. The Bylaw Review Committee agrees that there can be a significant reduction in the number of elected Council members, but 50% is too significant a reduction.
- Under the proposed structure, there will be 3 officers and 8 voting representatives to the University Assembly and its Committees. 9 people are needed to fill out Standing Committees to their minimum membership requirement. 20 elected representatives could fill each of these required roles.

ARTICLE IX - QUORUM

I. STAFF ASSOCIATION MEETING

In a general meeting of the Staff Association, the quorum shall be the number of members present at that time.

II. STAFF COUNCIL MEETING

In a meeting of the Staff Council, the quorum shall be a majority of elected members.

No proposed changes

ARTICLE X - DISCIPLINE AND EXPULSION OF MEMBERS

Members of the Staff Council are expected to attend all meetings of the Staff Council. Members may be excused by notifying an officer prior to each meeting. A member who has two unexcused absences may be expelled from the Staff Council and, if so, that office shall be considered vacant. Absence records for representatives serving a two-year term shall be reset at the beginning of the second term.

The procedure for expulsion for unexcused absences shall be:

- I. The President and/or Vice-President shall meet with the Council member in question and then make a recommendation at the next Staff Council Meeting to permanently expel or retain the individual.
- II. Council shall make a preliminary recommendation to retain or expel Staff Council member.
- III. If the individual is retained, no additional unexcused absences are permitted or they will be automatically expelled from the Council.

Proposed

ARTICLE X - DISCIPLINE AND EXPULSION OF MEMBERS

Members of the Staff Council are expected to attend all meetings of the Staff Council. Members may be excused by notifying an officer prior to each meeting. A member who has two unexcused absences may be expelled from the Staff Council and, if so, that office shall be considered vacant. Absence records for representatives serving a second consecutive term shall be reset at the beginning of the second term.

The procedure for expulsion for unexcused absences shall be:

- I. The Chair and/or Vice-Chair shall meet with the Council member in question and then make a recommendation at the next Staff Council Meeting to permanently expel or retain the individual.
- II. Council shall make a preliminary recommendation to retain or expel Staff Council member.
- III. If the individual is retained, no additional unexcused absences are permitted or they will be automatically expelled from the Council.

Justification

Change in titles (Article IV) and terms (Article VI).

ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Staff Association in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Staff Association may adopt.

Proposed

ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Staff Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Staff Association may adopt.

Justification

Make minor grammatical change.

ARTICLE XII - AMENDMENTS

Amendments or changes to these By-Laws shall be made by a two-thirds majority of those votes cast either electronically, at a Staff Association general meeting, or by a special meeting called by the President provided written notice of the proposed amendment(s) is (are) given to all Staff Association members at least ten (10) calendar days prior to the due date or by meeting vote.

Proposed

ARTICLE XII - AMENDMENTS

Amendments or changes to these bylaws shall be made by a two-thirds majority of those votes cast either electronically, at a Staff Association general meeting, or by a special meeting called by the Chair provided written notice of the proposed amendment(s) is (are) given to all Staff Association members at least ten (10) calendar days prior to the due date or by meeting vote.

Justification

Make minor grammatical change and title changes (Article IV).