

UM STAFF ADVISORY COUNCIL GOVERNING GUIDELINES

The UM Staff Advisory Council (UM-SAC) was formed by the President in September 1988 to advise the President on matters of mutual interest and to serve as an information and liaison medium for employees and administrative officers on such matters as may be referred to the Council, as the Council initiates, or as UM employees may request.

I. MEMBERSHIP

- A. UM-SAC shall consist of at least ten employees elected from administrative, service and support employees (exempt and non-exempt employees below the level of Director). The Council shall be composed of representation from two groups; members from Administrative and Professional occupational groups, and members from Office, Technical, Service, and Crafts and Trades occupational groups.
- B. Terms of Membership
 - 1. New members, shall be elected each year, and shall serve a three-year term. The number of members elected will be based on how many members have fulfilled their terms.
 - 2. No member shall serve more than two consecutive terms.
- C. Eligibility

UM-SAC members must be "benefit eligible" employees below the director level, and may not have a primary classification of Teaching and Research ("Benefit eligible" includes 75 percent FTE with an appointment duration of at least nine months). ~~Directors are eligible to serve on committees.~~

II. OFFICERS AND DUTIES

- A. UM-SAC officers consist of a Chairperson, Vice Chairperson, Secretary, Treasurer, and Historian.
- B. Terms of Office
 - 1. The Chairperson for the coming year shall be elected at the final meeting of the outgoing council each year (held in September under the current bylaws). Candidates for the chair position shall be limited to the current membership at that time who expect to have one or more years remaining in their terms.

- a. The election of the new chair shall be included in the *Agenda* for each year's September meeting as a new business item. The chair shall call for nominations from the membership. Should the current chair's name be placed in nomination, then he/she shall vacate the position of presiding officer in favor of the next higher officer whose name is not in nomination in the following order of rank: Vice Chair, Secretary, Treasurer, Historian. Should none of these officers be present and eligible, then the current chair may designate any non-nominated member to preside over the election.
 - b. The newly-elected chair will take office at the October meeting.
2. The Vice Chairperson, the Secretary, Treasurer, and the Historian shall be elected by the current Council members at the first meeting (October) of each year.
 3. Election to any office will be by secret ballot if two or more candidates are nominated for the office.
 4. All officers shall serve a term of one year.
 5. The Chair, Vice Chair, Secretary, Treasurer and Historian may be reelected on an annual basis so long as their term of service on the Council shall last.
 6. Council members shall only be eligible for the position of Chair in their second and third years of service.
- C. Chairperson Duties
1. Presides at all UM-SAC meetings.
 2. Prepares an agenda for each regular and any special UM-SAC meetings.
 3. Appoints necessary Standing Committee Chairperson(s).
 4. Serves as spokesperson for the Council.
 5. Notifies the Council and the President/Vice Presidents of a Council vacancy.
- D. Vice Chairperson Duties
1. Assumes the responsibilities of the Chairperson during that officer's

absence. Will automatically assume the Chairperson's position in the event of an extended leave for the duration of the term (See VII – Vacancies).

2. Assists the Chairperson as required.
3. Responsible for sending an informational letter of welcome to the newly elected members. The letter should include details about ~~standing committees and~~ what will occur at their first meeting.

E. Secretary Duties

1. Prepares the minutes of UM-SAC meetings.
2. Distributes the minutes of the meetings to UM-SAC members along with any other communications as appropriate.
3. Oversees the collection, maintenance and availability of reports for the Council.
4. Distributes copies of the UM-SAC Governing Guidelines to all Council members during the first meeting in October.

F. Historian Duties

1. Develops, implements, and maintains standards and procedures for tracking, storing, and disposing of prior years' Council documents including: minutes, Treasurer's reports, committee reports, and any other documents and materials deemed relevant to this purpose by the Historian.
2. Distributes to other Council members a list of the standards developed and maintained in accordance with § F(1).
3. Ensures that all covered materials are, in fact, transferred to the Historian's care in accordance with the policies set out in § F(1).
4. Maintains an official Council membership list of past and present members which is to be used by the Election Committee and the Chairperson during the regular election cycle and in case of vacancies to determine the term of office of each member elected or appointed.
5. Ensures that all materials, databases, and lists are transferred to the incoming Historian when the outgoing Historian's term ends.

6. Maintains two full years of the official, permanent, files for the Council. Oversees the transfer of the third year's files to University Archives.

~~6-7.~~ In the event skillset to maintain UM-SAC webpage development does not exist within existing council, historian and council will identify an outside agent

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G. Treasurer Duties

1. Maintains records of all financial expenses and revenues with regard to the UM-SAC expense accounts.
2. Reconciles the UM-SAC expense accounts monthly.
3. Prepares a monthly Treasurer's report.

III. COMMITTEES

A. UM-SAC accomplishes its purposes through the use of committees which will be appointed as necessary. There are three types of committees:

1. Standing Committees

Standing Committees are formed and terminated upon the determination of UM-SAC to consider ongoing matters of concern to employees. At least two UM-SAC members will serve on the committee, one as Chairperson, with the remainder of the Standing Committee comprised of eligible UM staff.

2. Special Interest Committees

Special Interest Committees are formed and terminated upon the determination of UM-SAC and consider only those matters of a current and/or temporary nature. Each Special Interest Committee will include one or more Council members(s) who will facilitate the formation of the committee. The Special Interest Committee will elect its own Chairperson. Membership on all Special Interest Committees is open to all eligible UM staff.

3. Executive Committee

The Executive Committee is made up of UM-SAC officers. 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 UM-SAC meeting.

B. Committee Guidelines

1. A staff member should not volunteer for any UM-SAC 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 committee.
3. All recommendations, proposals and final reports of the Standing and Special Interest Committees will be submitted in writing to UM-SAC.

IV. MEETINGS

- A. UM-SAC shall meet monthly. Special meetings will be called as required. UM-SAC meetings will be open unless otherwise specified. A quorum shall consist of at least six members.
- B. Standing Committees, Special Interest Committees and the Executive Committee shall schedule meetings to fit the requirement 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 Chairperson of UM-SAC.

V. AMENDMENTS

- A. Amendments or changes to these Guidelines shall be made by a two-thirds vote of the UM-SAC membership. If changes are to be voted on at the next regularly scheduled meeting, a copy of those changes will be provided to all members at least one week prior to that meeting. Amendments or changes can also be made by email vote by two-thirds of the UM-SAC membership provided that all members have access to email, and ample discussion time is allowed.

VI. EXPECTATIONS

- A. Members of UM-SAC are expected to attend all meetings of the Council. Members may be excused by notifying the Chairperson prior to the meeting.

- B. Members of UM-SAC are expected to complete responsibilities assigned.
- C. Members of UM-SAC who violate these expectations will have his/her membership subject for review by the Council.

VII. VACANCIES

~~A. In the event of a permanent vacancy, a successor member shall be appointed by the President to serve until the next regular election when no. of council members goes less than ten, council members will identify the nomination from the most recent election. The newly elected member will serve on the council for the term of the outgoing member.~~

A. B. Vacancies of more than 120 days for a University leave of absence or extended illness shall require resignation from the Council. Exceptions to this provision can be approved at the discretion of UM-SAC.

C. Temporary vacancies of 120 days or less for a University leave of absence or illness shall not be filled.

D. Office Vacancies

- 1. In the event the Chairperson must resign or take a University leave of absence, the Vice Chairperson shall assume those duties for the duration of the term.
- 2. If the Vice Chair, Secretary, Treasurer, or Historian must resign or take a University leave of absence, an election within UMSAC will be held to fill the position for the duration of the existing term.

VIII. ELECTIONS

A. Elections for vacant positions on UM-SAC will be held annually in September and will be conducted through secret balloting. The following procedures will be used.

~~1. The UM-SAC Council will select members of the Election Committee at the regularly scheduled meeting in April. The Election Committee will be made up of six employees; three members of the Council and three eligible employees not currently serving on the Council. Election Committee members are not eligible for election during the time they are serving on the Committee.~~

1. 2. It will be the duty of the ~~Election Committee~~ council to oversee and administer the elections and election procedures held annually for UM-SAC.

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3. A listing of pending vacancies for each Council seat and the election procedures for filling these will be published and distributed to UM staff before June 30. Nominations must be returned to the Election Committee by July 31.
4. The ~~Election Committee~~council will review the nominations submitted, ~~and prepare a slate of names representing a balance among all departments. Equal opportunity practices shall apply.~~ The slate of nominees will be due by August 15.
5. Ballots and information about the candidates will be distributed to all eligible UM staff by August 31. Ballots will be returned no later than September 15.
6. Election campaigning at University expense is prohibited.
7. Ballots will be counted under supervision of the ~~Election Committee~~council and the results of the election will be published promptly. Publication of the actual vote count will be at the discretion of the Election Committee. In the event of a tie vote, the Election Committee, by secret ballot, will make the final selection.
8. If a newly elected UM-SAC member resigns prior to taking office, the Election Committee shall appoint the candidate with the next highest number of votes to fill this vacancy.
9. In the event of a partial term being filled by the election, the full term positions will be filled first. The partial term will be filled by the candidate having the next highest number of votes.
10. ~~Ballots~~ Election results will be retained by the UM-SAC Historian for two years following public notification of election results. At that time, they will be disposed of in such manner as the Historian may deem appropriate.
11. All candidates will be notified in writing of the election results and thanked for their willingness to run. Newly elected Council members will be invited by the Vice Chairperson, in accordance with § IID3, to attend meetings following their election. They will begin service at the first meeting in October.
12. The President shall notify the immediate supervisor of each newly elected UM-SAC member indicating the member's election and authorizing participation in Council and committee functions.