

**UNIVERSITY STAFF ADVISORY COUNCIL
THE UNIVERSITY OF TEXAS AT TYLER**

Policies and Procedures

1.1 Purpose and Goals

The Staff Advisory Council is an advisory body of U. T. Tyler through which staff members may make recommendations to the President relative to interests, concerns, and issues affecting the life and future of the University. The Council may advise the President regarding issues and concerns that are of particular interest to members of the U. T. Tyler staff. The Council may make recommendations on general grievance policies, but does not act on individual grievance issues. The Council may also advise on other specific issues and otherwise act at the request of the President. The Council will try to keep staff members informed and, in turn, keep the President and university administrators informed and advised of the needs and interests of the staff on issues and activities affecting them.

The primary goal of the Staff Advisory Council is the wholehearted support and furtherance of the mission of The University of Texas at Tyler. Operationally, the way to succeed in reaching that goal is to *find ways for the staff to build a well-known reputation for providing a higher level of professional service to students, faculty and other staff members than that found at any other higher education institution in the State of Texas*. Specifically, the U. T. Tyler Staff Advisory Council will:

- (a) inform and advise the President on university issues from the staff perspective;
- (b) develop ideas for improving U. T. Tyler services so that those services become recognized as the best in the State;
- (c) promote a positive, caring atmosphere throughout the workplace;
- (d) strive to foster pride in the university and unity of purpose;
- (e) further the professional development of staff members;
- (f) suggest ways to reward outstanding performers among the staff;
- (g) direct University Appreciation Week each spring; and
- (h) inform, advise and otherwise act on specific issues at the request of the President

1.2 Membership and Composition

1.21 Membership

The Staff Advisory Council shall consist of non-voting and voting members as outlined below.

1.211 Ex-officio, non-voting members of the Council will be the President of The University of Texas at Tyler, Vice President for Business Affairs, Director of Human Resources, and Past Chair, if not currently serving as a duly elected representative.

1.212 Voting members of the Council shall consist of eligible staff elected to serve as Representatives. Eligible staff includes all full-time non-faculty classified staff that have completed a minimum of six months of service to The University of Texas at Tyler, except those who report directly to the President. During an elected term, a representative loses Council membership upon leaving the employment of The University, or movement to a non-eligible position, or new service area.

1.213 The Council will have fifteen (15) members, distributed as follows:

- District 1 – (1) College of Arts and Sciences
- District 2 – (1) College of Education and Psychology;
- District 3 – (1) College of Business & Technology and College of Engineering & Computer Science;
- District 4 – (1) College of Nursing and Health Sciences;
- District 5 – (1) Physical Plant and Mail Services
- District 6 – (1) Environmental Health & Safety, University Police
- District 7 – (1) Financial Services, Human Resources, Student Business Services
- District 8 – (1) Information Technology; Campus Computing, News and Information
- District 9 – (1) VPSA, Student Services, Athletics, Patriot Center
- District 10 – (1) Student Success, Advising, Supplemental Instruction, Career Services, Residence Life, Student Life and Leadership
- District 11 – (1) Enrollment Management, Financial Aid
- District 12 – (1) Library, Educational Technology Services, Copy Center
- District 13 – (1) VPAA, Graduate Studies, Office of Sponsored Research, University Advancement
- District 14 – (1) President’s Office, VPSA, Compliance, Institutional Research, Audit, Cowan Center
- District 15 – (1) Longview University Center, Palestine Campus

1.22 *Method of Election*

- 1.221 Annual elections shall be directed by the Staff Advisory Council’s Nominations and Elections Committee.
- 1.222 All full-time, non-faculty staff members except those who report directly to the President and who have completed six months of service by the date of the elections shall be eligible to vote.
- 1.223 The Nominations and Elections Committee shall begin the process for the election of new representatives in the last week of June by sending a list of eligible staff members from which candidates will be nominated. The form shall identify the service area and instructions for the return of the form (manner, date, time and place).
- 1.224 Each eligible staff member within a service area may nominate one eligible staff member from the same service area for each representative that area is entitled to elect. Nominations shall be in writing.
- 1.225 The closing date for nominations shall be the first business day of the third week in July. The Nominations and Elections Committee shall count the nominations.
- 1.226 Nominees shall be determined according to the highest number of nominations received. The number of nominees to appear on the election ballot in each election area shall not exceed three. Nominees to appear on the ballot shall be selected in descending order of nominations received until the required number is reached or the nominations list is exhausted.
- 1.227 The Nominations and Elections Committee shall notify the nominees that their names will be placed on the election ballots unless they withdraw by a specified date. If a nominee withdraws, the Nominations and Elections Committee shall select as a replacement the

person who received the next highest number of nominations in the area in which the withdrawal took place. If there are insufficient nominations for a particular area, a majority of members of the current Council will be polled to select one or more needed nominations.

- 1.228 On the first business day of the first week in August the Nominations and Elections Committee shall distribute the voting ballots to each service area. Each employee will then vote on one representative from his/her service area.
- 1.229 The Nominations and Elections Committee shall prepare, distribute and collect the election ballots.
- 1.2210 Ballots shall be returned as specified on the ballot on or before the last business day in the second week of August.
- 1.2211 Ballots shall be opened and counted by the Nominations and Elections Committee. The person receiving the highest number of votes will be declared the representative and the person receiving the next highest number of votes will be declared the alternate.
- 1.2212 Runoff elections will be scheduled to decide tie votes only if the tied candidates cannot agree on which will be the representative or the alternate.
- 1.2213 During the third week of August, the Nominations and Elections Committee will send memos to the service areas in which elections for a new representative were held. The Nominations and Elections Committee will notify all newly elected representatives. The Nominations and Elections Committee will notify all members of the University Staff Advisory Council, the President, and any Advisory members of the Council of the results of the election.

1.23 Vacancies

A vacancy that occurs through termination of employment, change of voting service area, resignation from the Council, or expulsion from the Council shall be filled by the alternate.

1.24 Removal from Office

Any elected representative can be removed from office for poor or nonperformance of Council duties. A petition requesting such removal can be brought to the Council by a simple majority of the members of the service area or such removal may be initiated by action of the Council. Decisions of the Council are final. Removal will be effective upon the vote of a simple majority of those present and voting at a meeting of the Council at which a quorum is present. Possible causes of removal shall include, but not be limited to: non-attendance (After two consecutive absences, the chair shall notify the representative regarding a possible removal from the council.); failure to consistently report on activities of the Council to the service area; unavailability of the representative to constituents.

1.25 Terms of Office

The terms of office for representatives shall begin September 1st following their election. Terms shall be for three fiscal years, and no representative shall be eligible to serve more than two consecutive three-year terms. The alternate shall serve out an unexpired term vacated by the elected representative. The alternate may serve up to two full fiscal years in that capacity and be elected to two additional terms (a combined maximum of eight consecutive years.)

1.3 Duties and Responsibilities of Representatives and Alternates

1.31 Duties and Responsibilities of the Representatives

- 1.311 Representatives shall attend all meetings of the Council.
- 1.312 Representatives shall serve on committees of the Council and may be elected as an officer of those committees.
- 1.313 Representatives shall be available to their constituents, indicating how they can be contacted. They shall be willing to hear concerns, to receive information and suggestions, and to communicate these effectively to the Council. In turn, representatives must keep their constituents informed of the work of the Council and matters that the administration communicates to the Council.
- 1.314 Representatives shall be allowed up to four (4) hours per month in addition to Council meetings to devote to Council work. Additional time for Council work or assignments may be negotiated with the representative's supervisor.

1.32 Duties of Alternate Representative

- 1.321 Alternate representatives will attend meetings in the absence of the elected representative and will be required to attend one meeting per fiscal quarter.
- 1.322 Alternate representatives shall serve on committees as needed.
- 1.323 Should the elected representative be removed from office, the alternate will fill the position until the end of the term.

1.4 Officers and Elections

1.41 Titles of Officers

The officers of the Council shall be Chair, Chair-elect, Secretary and Past Chair

1.42 Method of Election

- 1.421 Each year at the September meeting, the Council shall elect a Chair-elect, and a Secretary.
- 1.422 During the first week of September, the chair of the election committee will send to all council members a call for nominations for USAC officers. Members shall have seven (7) days in which to send their nominations for a Chair-elect, and Secretary to the chair of the Election Committee.
- 1.423 Once the nominations process has closed, each nominee will be contacted for permission to have his/her name placed on the ballot for the officer position for which he/she was nominated. (Permission granted is indicative of a willingness to serve as the officer if elected.)
- 1.424 At the September meeting, the Election Committee shall ask for nominations for the Chair-elect from the floor. Once the Chair of the Election Committee declares the

nominations closed, and those nominees for Chair-elect have given permission for their name to be on the ballot, voting will be conducted by secret ballot at the meeting. Members of the Election Committee and one UT Tyler employee not a member of the USAC will tally the ballots outside the room. A simple majority of the votes of the representatives present and voting is required to elect the Chair-elect. The Chair of the Election Committee announces the results. If the present Chair-elect is no longer available to serve as Chair, the same nomination process will apply for the Chair office.

1.425 If no candidate receives a simple majority of votes for Chair-elect in the first round of balloting, a run-off election is held among the smallest number of candidates who cumulatively received a simple majority of votes. Balloting will continue in this manner until one candidate receives a simple majority of the votes cast by those representatives present and voting.

1.426 Procedures for the election of Secretary are the same as those for the election of Chair-elect.

1.427 The in-coming Chair, Chair-elect, and Secretary assume their offices at the conclusion of the meeting at which they are elected.

1.43 Duties of Officers

1.431 Chair

The Chair shall preside at all meetings of the Council and chair the Executive Committee; abide by the stated rules of order when conducting meetings; refer all matters submitted for the Council's attention to the appropriate committee(s) and/or to the President; maintain and update a calendar of events relevant to the Council for the coming year; prepare a written annual report of the past year's activities and progress and make it available to all members of the Council prior to the September meeting; serve as ex-officio member of all Council committees; serve as liaison to the President, both keeping the President informed regarding concerns of the Council and seeking the President's support and advice on behalf of the Council. The Chair will have a vote in order to represent the service area from which he/she was elected.

1.432 Chair-elect

The Chair-elect shall preside over the Council in the absence of the Chair or in the event the Chair requests the Chair-elect to serve during the course of a meeting; assist the Chair in performing leadership responsibilities; accept names of persons interested in serving on standing committees and make appointments on the basis of the person's preference where possible or, in the absence of volunteers, make the necessary appointments to committees in consultation with the Executive Committee; make appointments to fill regularly occurring vacancies on committees in consultation with the Executive Committee; call a meeting of any committee that is not fulfilling its responsibilities; make and distribute yearly, immediately following appointments, a list of Council committees and their members to all Council members. The Chair-elect will serve as the chair of the UT Tyler Star committee.

1.433 Secretary

The Secretary shall be responsible for minutes of each Council meeting, including the distribution of minutes to representatives and alternates at least ten working days before the next scheduled meeting of the Council; collect, receive and maintain at a central location

minutes of Council meetings, minutes of committee meetings, and annual reports; serve as Secretary of the Executive Committee, keeping minutes of its meetings and notifying its member's of meeting dates and locations; initiate and maintain the system of overlapping terms and for verifying the number of representatives authorized each voting district. The Secretary will also serve on the Communications Committee, keeping minutes of its meetings and notifying its member's of meeting dates and locations.

1.434 Past Chair

In the interest of continuity in the Council's work, following the Chair's term of office, the Chair shall become Past Chair for one fiscal year to act in an advisory capacity to the Council and the Executive Committee. Unless re-elected as a representative, the Past Chair shall be an ex-officio member of the Council.

1.44 *Terms of Office*

The terms of office for the Council officers shall be one fiscal year. A representative shall not hold more than one office at a time, and no representative shall be eligible to serve more than two consecutive terms in the same office. However, a representative who assumes an unexpired term for less than six months may be elected for two full consecutive terms.

1.45 *Unexpired Term*

In the event that the Chair is unable to complete the elected term of office, the Chair-elect shall assume the vacant office for the length of the unexpired term. In the event that the Chair-elect or Secretary becomes vacant, a special election shall be held by members of the Council to fill the vacant office for the remainder of the term by a simple majority of members of the Council voting. Such elections may be held at any regular meeting of the Council.

1.46 *Transfer of Records*

All papers pertaining to current Council business shall be transferred from outgoing officers to incoming officers. The Executive Committee shall ensure that past records of the Council are maintained according to the U. T. System Records Retention Policy.

1.5 **Committees**

Executive Committee. This committee is composed of the University Staff Advisory Committee Chair, Chair-elect, Secretary, and the chairs of each of the Standing Committees. Past Chair shall serve as ex-officio. This committee shall make formal reports to the President. At least two members of the Executive Committee shall be present at such meeting. The Executive Committee shall recommend changes to the University Staff Advisory Committee Policies and Procedures, as needed. Proposed amendments to the University Staff Advisory Committee Policies and Procedures should be provided to the representatives in writing (or by e-mail) at least 10 working days before the next scheduled meeting at which the vote on the amendments is to be taken. Amendments to the Policies and Procedures are to be approved by the University Staff Advisory Committee representatives and then submitted to the President for his or her approval. The amendment(s) is effective on the approval of the President and the U.T. System Administrative Liaison. The Executive Committee shall provide overall and general guidance and direction for the University Staff Advisory Committee.

1.51 *Standing Committees*

The standing committees of the Council shall be the Communications Committee, Benefits Committee, Staff Development Committee, and UT Tyler Star Award Committee.

1.52 *Duties of Standing Committees*

- 1.521 Communications Committee. This committee shall plan and coordinate activities at which University employees can meet their representatives and learn about Council activities; serve as the public relations committee of the Council and work with the appropriate University officers to publicize the Council and its activities; and generally promote the Council as opportunities arise. The Communications Committee maintains the Web page of the University Staff Advisory Council and collects and disseminates information about the work of the University Staff Advisory Council.
- 1.522 Benefits Committee. This Committee shall review staff members' concerns regarding benefits and make recommendations, establish subcommittees and refer items as necessary. The Director of Human Resources or designee will serve as an ex-officio member of the Benefits Committee.
- 1.523 Staff Development Committee. This Committee shall review ways in which the eligible staff can benefit from training programs. Staff Development subcommittees may address such issues as career and professional development, orientation/mentoring, diversity training, and basic skills development. The Director of Human Resources or designee will serve as an ex-officio member of the Staff Development Committee.
- 1.524 UT at Tyler Star Award Committee. This committee will consist of three members; the Chair-elect of USAC serves as Chair, two other members will be selected by the USAC in a regular meeting and serve a one fiscal year term. (Alternates may serve.) The committee will select a UT Star each month from nominations received from faculty, staff and students in recognition of outstanding service by a non-faculty member of the UT Tyler staff.
- 1.525 Committee Assignments. Prior to the second meeting of the University Staff Advisory Council, each representative shall provide to the Executive Committee his or her preference for a Standing committee membership. Once elected, the University Staff Advisory Council Chair shall determine final Standing Committee memberships. For each subsequent academic year, the newly elected University Staff Advisory Council Chair shall appoint members to the Standing Committees no later than September 30 of that academic year. Members of each Standing Committee will choose a Chair to lead the committee for a one-year renewable term. Each representative shall serve on a Standing Committee, but no representative may serve on more than one Standing Committee. The Executive Committee, which is composed of the University Staff Advisory Council Chair, Chair-elect, and secretary, may, but are not required to, select a Standing Committee on which to serve; such participation shall be as a member only and only one of the Executive Committee may serve on each Standing Committee.

1.53 *Ad Hoc Committees*

- 1.531 *Ad Hoc* committees of the Council will be appointed by the Executive Committee as needs arise. *Ad Hoc* committees will elect a chair. The life of the committee will be determined by the matter under consideration and the committee will be disbanded when the purpose has been served. The number of members will be determined by the Executive Committee.

1.532 General Duties of All *Ad Hoc* Committees

The *Ad Hoc* committees shall accept the issues assigned to the committee by the Executive Committee; deal with the item in a responsible and timely manner; and make progress reports on its activities to the Council, as well as a final report.

1.533 Duties of Recurring *Ad Hoc* Committees

1.5331 The Nominations and Elections Committee shall be appointed by the Executive Committee in May each year. This Committee shall consist of at least three members. The Committee will handle all nominations and elections procedures as set herein. The chair of this committee will be responsible for maintaining an election matrix for two consecutive years.

1.5332 The Policy Committee. The duties of the Committee shall be to propose and accept proposed changes to the provision of the U. T. Tyler Handbook of Operating Procedures related to the Council, study the proposals, and prepare a recommendation to the Council in accordance with the Handbook.

1.6 Meetings and Procedures

1.61 Meetings

1.611 The Council shall meet once a month.

1.612 Special sessions (called meetings) may be requested by any members of the Council or the general membership by submitting a written request to an officer of the Council. The Chair, or in his/her absence the Chair-elect, will decide on the appropriateness of the request and, if appropriate, will call a special session.

1.613 Notice of five (5) working days to all Council and all Ex-Officio members shall be required.

1.614 The presence of six (6) members of the Council shall constitute a quorum.

1.615 Meetings shall be held during regular working hours.

1.62 Procedures

1.621 The Chair shall prepare the formal agenda for each meeting.

1.622 A 2/3 majority of the quorum shall be necessary to pass recommendations to the President.

1.623 Agenda and Minutes of all meetings shall be distributed to all members of the Council and the Ex-Officio members. Notices of meetings and other business items will be posted on the website.

1.7 Clerical Support

Clerical support shall be provided by the President's Office.