

**Elon University**

**Staff Advisory Council Bylaws**

*Approved: August 15, 2012*

*Edited, Updated and Approved May 29, 2020*

*Edited, Updated and Approved May 10, 2023*

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# **Section One - Purpose**

* 1. **Mission Statement**
		1. The mission of the Staff Advisory Council is to facilitate active and direct communication between staff employees and the President and to provide a forum for input and discussion of issues important to the staff and the University.
	2. **Goals**
		1. Participate in the shared governance of the university
		2. Serve as an advocate for staff and provide input in university initiatives and decisions
		3. Review and make recommendations on appropriate issues, policies and procedures
		4. Promote a positive and collaborative campus environment by strengthening communication between staff, faculty, students and administration
		5. Contribute to the university’s culture of community and recognition

# **Section Two - Council Composition and Representative Constituency**

* 1. The Staff Advisory Council represents all non-faculty employees of Elon University. Collectively, the University describes this group as staff.
	2. **Staff Classifications**
		1. The Staff Advisory Council consists of elected representatives from the following staff classifications:
			1. **Administrative Staff (Those without faculty rank)**
			 Any staff member who receives compensation through an annual letter of agreement or “contract.”
			2. **Office/Support Personnel**
			 Any staff member who receives compensation through an hourly “time sheet” and reports to an area other than Facilities Management.
			3. **Facilities Management**
			 Any staff member who receives compensation through an hourly “time sheet” and reports to the Facilities Management.
			4. **At-Large Representatives**

Any staff member who has been nominated within their staff classification and is eligible for vote on the ballot, may be considered to serve as an “At-Large Representative”. These representatives are elected by the whole staff body to represent the whole staff body rather than a subset of specific staff in a classification.

* 1. **Eligibility**
		1. Generally, members of the staff are eligible to serve on the Staff Advisory Council provided they have two (or more) years of service to the university.
	2. **Representatives**
		1. The Staff Advisory Council consists of nineteen representatives and two non-voting members of Senior Staff.
		2. Each of the staff classifications controls a predetermined number of representative seats as described below.
			1. Administrative Staff (6 representatives)
			2. Office/Support Personnel (5 representatives)
			3. Facilities Management (4 representatives)
			4. Greensboro Campus- Elon Law (1 representative)
			5. Part Time Staff (1 representative)
			6. At-Large (2 representatives)
			7. The President will annually appoint the two non-voting members from the Senior Staff.
	3. **Time Allotment**
		1. The university will allow Staff Advisory Council representatives time to perform their Council duties. Additionally, the University recognizes all Staff Advisory Council duties as paid time.
	4. **Leadership of Council**
		1. A chair, past chair, vice chair, secretary, communications chair and involvement chair shall comprise the Executive Committee. The Executive Committee will lead the Staff Advisory Council. The chair shall report directly to the university President or their designee.

# **Section Three – Member Expectations**

* 1. Attend regularly scheduled meetings, committee meetings, and other special sessions as needed. Council members are expected to attend at least 75% of meetings to keep in good standing.
	2. Council members are required to serve on at least one (1) subcommittee/workgroup.
	3. Actively participate in Staff Advisory Council promoted or sponsored activities and events.
	4. Gather feedback/input from departmental staff on issues related to the university employment climate.
	5. Communicate staff feedback to the Staff Advisory Council.
	6. Work to raise awareness about the Staff Advisory Council and its programs and events.
	7. Encourage non-members to attend University and Staff Advisory Council-sponsored events.
	8. Share your skills, expertise, ideas, thoughts and feedback for the good of the Elon University staff in general.
	9. Members shall be allowed and allotted time to devote to Staff Advisory Council meetings and committee work as part of their normal work duties and proactively communicate with their supervisors accordingly.
	10. Become informed and demonstrate vigilance on current university initiatives, especially those relating to staff.
	11. Engage with peers by relaying appropriate information, soliciting input and feedback and sharing knowledge with members of the council.
	12. Maintain professional conduct, behavior, and demeanor when representing Staff Advisory Council and preserve the confidential, private and sensitive information of peer-to-peer and council discussions, where appropriate.

# **Section Four - Elections**

* 1. **Council Nomination**
		1. The Staff Advisory Council’s Involvement Chair will accept nominations in March. Only staff may nominate representatives. Staff constituents may nominate across classifications; however, no one may submit more than two nominations per classification.
		2. All nominees will be contacted to provide a statement of interest, that will be used to consider the nominee for inclusion on the slate of candidates.
	2. **Council Election**
		1. The Involvement Chair will hold elections in April. The Involvement Chair will verify eligibility, classification, and acceptance by the nominee, then submit all nominees in each classification to the Staff Advisory Council. The Staff Advisory Council will establish, by vote, a slate of candidates to be presented to the staff constituency for election. There shall be no more than three candidates per open seat.
		2. The Involvement Chair shall conduct the general election of council members from the slate of candidates. All staff shall have one vote per open seat in their classification, as well as one vote per open At-Large Representative, and the candidate(s) with the majority of votes shall prevail. The Involvement Chair will verify the eligibility and number of the votes cast. The method of general elections will consist of a combination of electronic and manual voting to ensure that all staff have the opportunity to cast their vote.
	3. **Council Orientation**
		1. Representatives-elect will join the sitting Staff Advisory Council (as non-voting members) for at least one full session meeting prior to the start of their elected term on June 1st.
	4. **Executive Committee Nomination**
		1. The Involvement Chair will accept nominations for the Chair, Vice Chair, Secretary, Communications Chair and Involvement Chair in May to begin their terms in June. Members of the Staff Advisory Council will nominate fellow council representatives for election to the Executive Committee. Additionally, Staff Council members must have previously served at least one year on Staff Advisory Council to be eligible for the position of chair.
	5. **Executive Committee Election**
		1. Election to open seats on the Executive Committee will occur in May and be voted on by the outgoing and incoming council members. All representatives on the Staff Advisory Council shall use a secret ballot to vote for candidates into open seats on the Executive Committee.
		2. Once completed with serving as chair the sitting chair shall become the past chair on June 1st. If the past chair still has active years of service remaining, they will remain as a voting member- if not they will remain on in a non-voting advisory capacity for one year.
	6. **Unexpected Vacancies**
		1. **Council**
			1. Whenever a representative is unable to fulfill their duties, the Executive Committee will select a replacement from the appropriate staff classification to be approved through a majority vote of the council. The replacement will serve out the vacant seat’s remaining term.
		2. **Executive Committee**
			1. Whenever an Executive Committee member is unable to fulfill their duties, the Staff Advisory Council will select and approve a replacement from the council through majority vote of the council. The replacement will serve out the vacant seat’s remaining Executive Committee term. The chair’s seat is an exception. If a sitting chair is unable to fulfill their duties, the vice chair shall assume those duties.
	7. **Establishing a Slate of Candidates for Election to Council**
		1. Based on the nominations received, the Staff Advisory Council shall establish a slate of candidates.
		2. Current council member(s) who receive a nomination, are eligible to serve another term and wish to be included on the slate of candidates exclude themselves from further participation in the process of establishing that particular slate of candidates.
		3. The nominees' statement of interest will be included on the ballot.
		4. All nominees are of equal eligibility regardless of the number of nominations received. The Staff Advisory Council shall consider upcoming council demographics, and seek balance by including nominee(s) to represent currently under-represented groups of staff, and ensure that no single staff group is overrepresented. The Staff Advisory Council shall also seek fresh perspectives by including nominee(s) who are new to Elon University and work to leverage veteran staff talents by including nominee(s) who possess unique traits and/or abilities.
	8. **Settling Tied Elections**
		1. In the event of a tied election result, the Involvement Chair shall present the contention(s) to the council and call for a vote. Each council member shall submit a confidential vote to the Involvement Chair selecting one candidate in each tied result. Should this process produce another tie, the candidate(s) with the longest service to the university is the winner.

# **Section Five - Service Terms**

* 1. **Council**
		1. Staff Advisory Council representatives shall serve three-year terms with a maximum of two consecutive terms. Terms begin on June 1st and end on May 31st.
	2. **Executive Committee**
		1. Executive Committee members shall serve a one-year term with no limit on maximum terms for eligible candidates. Terms begin on June 1st and end on May 31st.
	3. **As Affected by Changes in Staff Classification**
		1. If a Staff Advisory Council member assumes a new role at the university, and this new role changes their staff classification, that council member may serve for the rest of the fiscal year. If at the end of that fiscal year, the member’s elected term does not expire, they must step down from the council. Council will then appoint a new representative from the appropriate staff classification through the process defined in “Unexpected Vacancies”.

# **Section Six - Executive Committee Officers**

* 1. **Duties of the Chair**
		1. Typical time requirement – approximately 12-15 hours per month.
		2. Preside at all meetings of the Staff Advisory Council
		3. Coordinate Executive Committee monthly meetings with the President (or President’s designee).
		4. Lead creation, tracking, and reporting of annual Staff Advisory Council goals.
		5. Attend the Senior Staff planning retreats and Board of Trustees meetings as invited.
		6. Maintain regular communications with the Chair of the Academic Council
		7. Request special meetings with the President when necessary
		8. Call monthly meetings of the Executive Committee
		9. On the advice of the Staff Advisory Council, submit to the President candidates for appointments to the following committees:
			1. Long Range Planning Committee
			2. Budget Planning Committee
			3. Appoint other committees as needed or requested by the President
			4. Promote communication within the Staff Advisory Council and Elon community.
			5. Determine the agenda for all SAC meetings
	2. **Duties of the Vice Chair**
		1. Typical time requirement – approximately 8-10 hours per month
		2. Assist the Chair in performing their leadership responsibilities as appropriate
		3. Preside over meetings in the Chair’s absence
		4. Review and maintain Staff Advisory Council Bylaws annually.
		5. Coordinate and manage sub-committee assignments and consistently check-in with sub-committee chairs.
	3. **Duties of Communications Chair**
		1. Typical time requirement - approximately 2-4 hours per month
		2. Ensure all official communication channels (e.g., web site, listserv, Facebook, etc.) are updated frequently.
		3. Receive and disseminate appropriate information from the Staff Advisory Council’s “Be Heard” submission form.
		4. Coordinate all internal and external communication efforts.
		5. Work with the Chair to plan and execute the Fall and Spring Forums as well as initially coordinate the grassroots feedback process.
		6. Reserve meeting rooms and post the meeting schedule and details on the Staff Advisory Council website.
	4. **Duties of the Secretary**
		1. Typical time requirement – approximately 2-4 hours per month
		2. Record the official minutes of each Staff Advisory Council meeting and submit to Staff Advisory Council for review and approval, then communicate them to all staff members in a timely manner.
		3. Record and archive all minutes, attendance, votes, and resolutions approved by the Staff Advisory Council
		4. Receive and disseminate appropriate information from the Staff Advisory Councils “Staff Recognition” submission form.
	5. **Duties of Involvement Chair**
		1. Typical time requirement – approximately 2-4 hours per month (slightly higher during elections in spring).
		2. Oversee functions or activities sponsored by the Staff Advisory Council.
		3. Election Duties:
			1. Solicit nominations for open council seats.
			2. Verify the nominees are willing to accept the responsibilities of council member if elected, and verify their eligibility and classification category.
			3. Submit qualified nominees to the Staff Advisory Council, by classification.
			4. Conduct the elections of Staff Advisory Council members and qualify all votes.
			5. Conduct the general council vote for the executive committee positions.
			6. Involvement Duties:
			7. Create a yearly calendar of Staff Advisory Council sponsored events
			8. Plan and coordinate Evening College Coffee, Lunch & Learns and other recurring activities.

# **Section Seven – Committees**

* 1. **Committee Descriptions**
		1. Standing Appointments on University Committees
			1. Staff Advisory Council maintains ongoing representation on the following committees:
				1. Long Range Planning Committee, Wellness & Wellbeing, and Budget Committee
		2. Ad Hoc Committee Representation
			1. These committee appointments are done on a rolling basis based on the evolving needs of the university. The committee representative may be chosen from the Staff Advisory Council members or may be made by appointment.
			2. Any person appointed to a committee by Staff Advisory Council is considered advisory to the council and should maintain regular contact and provide updates on their work to the council.
		3. Committee Appointment Recommendations
			1. Yearly Staff Advisory Council receives requests from leaders of University Level committees in need of representation from staff. The Executive team will maintain a list of university staff interested in sitting on university level committees. When requested the Chair will share staff members from that list for consideration. A database will be maintained with Academic Council noting faculty and staff on committee’s and their service terms in order to nominate and select members with a lens of inclusive excellence.
		4. Staff Advisory Council Sub-Committees
			1. The Staff Advisory Council will assess needs and priorities to determine internal sub-committees. These may, or may not include:
				1. Governance
				2. Communication
				3. Involvement
	2. **Selection and Terms of Committee Members**
		1. In June of each year, the Staff Advisory Council Executive Committee will act as a “Selection Committee” to seek interest from staff members regarding possible representation on University committees. This Selection Subcommittee will present nominations for each committee to the Staff Advisory Council for discussion. The Chair will then present up to two recommendations for each committee to the President or designee for their consideration.
		2. The subcommittee candidates are not required to be members of Staff Advisory Council.
		3. The chosen member for each committee will serve a one-year term and may serve no more than five consecutive terms.

# **Section Eight - Communication and Meetings**

* 1. In order to facilitate timely, helpful and relevant communications between the Staff Advisory Council, university staff and administration, the Staff Advisory Council will meet once per month, and hold a minimum of one open staff forum per year. Items requiring attention must be submitted to the Chair and placed on the agenda prior to the meeting.
	2. A Staff Advisory Council web page shall be established and updated by the Staff Advisory Council Communications Chair a minimum of once per month. All monthly meeting agendas and meeting minutes shall be communicated to all faculty and staff via email and web postings.
	3. Quorum
		1. A majority of members shall constitute a quorum. A quorum must be present to hold a regular meeting. When a vote is required, a simple majority of members present shall decide the vote, except for changes to the Bylaws.

# **Section Nine - Amendment of Bylaws**

* 1. The Staff Advisory Council Bylaws shall be reviewed annually by the Vice Chair and suggested amendments brought to the council for review.
	2. Proposed amendments to these bylaws shall be distributed in writing to all members at least one week before the first official reading. The proposed amendment shall be read at a regularly scheduled meeting preceding a vote to amend the bylaws. To pass the amendment into the Staff Advisory Council bylaws at least two-thirds of the Staff Advisory Council’s voting membership shall approve the amendment.
	3. **Notes:** The bylaws shall be reviewed and considered for establishment as official by-laws beginning in the third year of the council. Confirmed and voted 29 May 2020.