



Note: Revisions are effective October 2016

The Medaille College Staff Council supports the mission of the College by providing a forum that: represents the collective interests relevant to staff; serves as a means of advocacy; and fosters a culture of information sharing throughout the institution. In addition, the Staff Council provides recommendations on staff-related issues to the College President.

Goals

1. To communicate staff interests and concerns with the College President.
2. To advocate for staff to help make Medaille College one of the best employers in the region
3. To provide staff with opportunities for leadership and professional development
4. To increase the sense of pride, identity, recognition, and worth of each staff member in his/her relation to the College

Definitions

Executive Committee: The Executive Committee shall be composed of the Chair, Vice-Chair, Secretary, and Treasurer. The Executive Committee shall be elected from the members of the Staff Council.

Quorum: One half of the full-time voting membership plus one shall constitute a quorum.

Staff Assembly: The term used to describe all full- and part-time salaried and/or hourly staff, exclusive of those who serve on the President's Cabinet. (This term is used in order to align with the structure of Faculty Council & Faculty Assembly.)

By-Laws

ARTICLE 1: Staff Council Membership

Section 1.1 Membership

The Staff Council shall be an elected body representing all staff. To that end, the composition of the Staff Council should be inclusive of all the divisions and campuses of the College.

Furthermore, in order to be considered for membership in the Staff Council, an individual must:

1. Be a salaried or hourly full- or part-time staff member
2. Be employed by the College as a staff member for at least one year
3. Not be a member of the President's Cabinet (See 1.3.1 regarding Staff Council Chair's role on President's Cabinet)

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Section 1.2. Divisional Representation

The Staff Council will be composed of fifteen (15) members. At least one member will be elected from each division & campus. Members will be nominated and elected (see Article 2).

1. At least one member from each division:
 - a. Academic Affairs
 - b. Business and Finance
 - c. College Relations
 - d. Enrollment Management and Marketing
 - e. Student Development and Athletics
 - f. Office of the President
2. It is suggested that larger divisions have a greater proportion of members. However, membership composition will ultimately be determined by the election process.
3. In the event of changes to the College structure, representation will be adjusted to ensure that all divisions and campuses are represented by the Staff Council.

Section 1.3. Executive Committee

The Executive Committee will be elected from the membership of the Staff Council. The Executive Committee will be composed of a Chair, Vice-Chair, Secretary, and Treasurer. Sub-committees will be chaired by a member of the Executive Committee.

1. Chair: The Chair of the Staff Council presides over all meetings of the Staff Council, Executive Committee, and Staff Assembly. The Chair, in conjunction with the Secretary, coordinates meetings, and reviews and distributes meeting minutes. The Chair serves as a liaison to the President on behalf of the Staff Council. The Chair provides the Staff Council meeting documentation (minutes, etc.) and an annual report to the President. The Chair may also communicate to either the Staff Council, the Executive Committee or the President on behalf of a staff member who wishes to remain anonymous. This position serves on the President's Cabinet.
2. Vice-Chair: The Vice-Chair of the Staff Council coordinates the elections process for the Staff Council and the Executive Committee. The Vice-Chair tabulates and presents results to the Executive Committee, the Staff Council, and the Staff Assembly. In the event that the Chair is absent from a meeting, the Vice Chair will assume the responsibility of running the meeting.
3. Secretary: The Secretary of the Staff Council, in conjunction with the Chair, coordinates Staff Council, Executive Committee, and Staff Assembly meetings. The Secretary distributes agenda to Staff Council, records meeting minutes, maintains membership information, and communicates with the Staff Council and Staff Assembly on behalf of the Executive Committee.

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Revision approved by Staff Assembly 10/05/2016

4. Treasurer: The Treasurer of the Staff Council maintains the Staff Council budget and provides periodic updates to the Executive Committee. At the end of each fiscal year, a budget summary will be provided to the Staff Council. In addition, the Treasurer will assist in identifying financial needs of the Staff Council and submit budget requests for discussion to Executive Committee.

Section 1.4. Membership

1. Terms of Membership
 - a. Members of the Staff Council are elected to serve a two-year term. Members can be elected for up to three consecutive terms. After serving three consecutive terms, members must sit out for at least one term.
 - b. Officers of the Executive Committee are elected to serve a two-year term. Officers can be elected for up to two consecutive terms of the same Officer position. After serving two consecutive terms, members must sit out of the Executive Committee for at least one term.
 - c. At the discretion of the Chair, the former Chair may serve as an *ex-officio* to assist with the leadership transition.
 - d. The term of office will commence July 1 of each year.
2. Expectations of Membership
 - a. Members of Staff Council are expected to not only represent the interests and concerns of their department and division, but also to represent the interests and needs of all of the staff at Medaille College.
 - b. Attendance and participation at all meetings is expected.
 - c. Planned absences should be shared with the Chair. In the event of continuous absenteeism, the Chair will discuss this issue with the individual member. Substantial or continuous absenteeism may result in dismissal from the Staff Council.

ARTICLE 2: Elections and Voting Process

Section 2. 1. Staff Council Membership Elections

1. Elections for Inaugural Staff Council Membership
 - a. Elections for members of the Staff Council will be coordinated by the Staff Council organizing group.
 - b. Nominations will be collected through self- or peer-nomination.
 - c. If peer-nominated, a staff member may decline the nomination.
2. Elections for Future Staff Council Membership
 - a. Elections for members of the Staff Council will be conducted by the Vice Chair.
 - b. Nominations will be collected through self- or peer-nomination.
 - c. If peer-nominated, a staff member may decline the nomination.

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Revisions approved by Staff Council 9/13/2016
Revision approved by Staff Assembly 10/05/2016

- d. A nominee is required to submit a short statement that explains why they would like to serve on Staff Council. This statement will be available to Staff Assembly before or during the voting process.

Section 2.2. Voting for Staff Council Membership

1. The Vice Chair organizes the voting process. The Vice Chair is expected to communicate the voting process, procedure, and timeline to the Staff Assembly. At the Vice Chair's discretion, voting may be conducted through paper and/or electronic means.
2. A list of nominees will be distributed to Staff Assembly at least one week prior to the election.
3. All hourly and salaried full- and part-time staff are eligible to vote.
4. An absentee ballot should be made available to those who are unable to vote in person. The Vice Chair will coordinate the absentee ballot and communicate this process.
5. Votes for Staff Council membership are decided by a majority.
6. In the event of a tie, a runoff vote will be conducted by the members of the Staff Assembly.

Section 2.3. Executive Committee Elections

1. Elections for Inaugural Executive Committee
 - a. Members of the Staff Council are eligible to serve on the Executive Committee.
 - b. Nominations for the Executive Committee will be collected through peer- or self-nomination.
 - c. Elections are coordinated by a volunteer(s) from Staff Council.
 - i. Elections are held by ballot at the Staff Council meeting prior to the end of the current fiscal year.
 - ii. Voting may also take place via electronic means (email, survey, etc.).
 - iii. In the event of a tie, there will be a runoff vote.
2. Elections for Future Staff Council Membership
 - a. Members of the Staff Council are eligible to serve on the Executive Committee.
 - b. Nominations for the Executive Committee will be collected through peer- or self-nomination.
 - c. Elections are coordinated by the Vice Chair.
 - i. Elections are held by ballot at the Staff Council meeting prior to the end of the current fiscal year.
 - ii. At the discretion of the Vice Chair, voting may also take place via electronic means (email, survey, etc.).
 - iii. Chair will cast final vote.

Effective: August 14, 2015
Revisions approved by Staff Council 9/13/2016
Revision approved by Staff Assembly 10/05/2016

Section 2.4. Vacancies

1. A vacancy occurs when a member:
 - a. Is no longer eligible under the definition of “Membership” in Article 1, Section 1.1.
 - b. Has resigned from the Staff Council of his or her own accord
 - c. Has completed his/her term
2. Replacing vacant positions:
 - a. Mid-term vacancy for Staff Council
 - i. A mid-term election will be held at a subsequent Staff Assembly meeting.
 - ii. Nominations will be collected through self- or peer-nomination.
 - iii. Nominations from the floor (Staff Assembly) will be accepted.
 - iv. The position is filled by the nominee who received the majority vote of all votes cast.
 1. If there are no eligible nominees, the seat remains vacant until the next election occurs.
 2. Members elected by this method serve to the original ending date of the term in which they have been elected to fill.
 - b. End-of-term vacancy for Staff Council
 - i. The total number of vacant positions at the end of a term will be filled through the general elections process (see Article 2).
 - c. Mid-term vacancy for Executive Committee
 - v. Should the Chair seat become vacant mid-term, the Vice-Chair will fill the seat for the remainder of the term.
 - vi. Should the Vice-Chair, Secretary, or Treasurer seat become vacant mid-term, the Chair may appoint a replacement member from the Staff Council. This appointment must be approved by a majority of the Staff Council.
 - vii. Members elected by this method serve to the original ending date of the term in which they have been elected to complete.
 - b. End-of-term vacancy for Executive Committee
 - i. Vacant positions at the end of a term will be filled through the general elections process (see Article 2, Section 2.3).

ARTICLE 3: Meetings and Voting

Section 3.1 Meetings

1. Staff Council Meetings: The members of the Staff Council will meet at least once every other month of the fiscal year, beginning July 1. The Chair will provide advanced notice of the summer meetings to ten-month employees. A quorum is required for voting to take

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Revisions approved by Staff Council 9/13/2016
Revision approved by Staff Assembly 10/05/2016

place. If a quorum is not met, a regular meeting may still be held but no voting may occur.

- a. Accommodations for participation: Staff Council members may participate in meetings if they are unable to attend in person by means of conference telephone or similar communication equipment by which all persons participating in the meeting can hear each other at the same time.
2. Executive Committee Meetings: The Executive Committee will meet a minimum of twice per year. Additional meetings may be scheduled as necessary.
3. Sub-Committee Meetings: Sub-Committees may call meetings at their discretion.
4. Ad-Hoc Committee Meetings: Ad-Hoc Committees may call meetings at their discretion.
5. Special Meetings: Special meetings of the Staff Council may be held upon call of the Chair and Vice-Chair or at least 2/3 of the membership of the Staff Council. Notice of the special meeting will be provided on a timely basis to all Staff Council members.
6. Staff Assembly Meetings: At least twice per year, Staff Council will convene a meeting in which all salaried and hourly full and part-time staff are invited. Agenda will include, but is not limited to: elections, announcements, and an open forum for discussion relevant to the mission and purposes of the Staff Council.
7. In consultation with the Executive Committee, the President of the College or other guests may be invited to any of the above mentioned meetings.

Section 3.2 Meeting Agenda and Materials Submission

1. Materials must be submitted to the Chair one week before a meeting to be eligible for inclusion on the agenda. Any materials submitted after this deadline may be discussed in the meeting's open forum.
2. Minutes: The Secretary will be responsible for taking meeting minutes. Should the secretary be absent from the meeting, another member of the Executive Committee will be required to take minutes. The Secretary will submit minutes to the Chair, who will review and distribute the minutes to the Council and the College President. Amendments to minutes from a previous meeting will be duly noted in the current minutes.

Minutes should reflect the following format:

- Date of meeting
- Names of members in attendance
- Name of recorder
- Notation of approval of previous minutes

Effective: August 14, 2015
Revisions approved by Staff Council 9/13/2016
Revision approved by Staff Assembly 10/05/2016

- Brief summary of relevant discussion points (for historical record)
- Notation of each full motion proposed for a vote
- Notation of outcome of each vote
- Approved recommendations should be described in sufficient detail in order to provide a record of the Staff Council's work.
- Minutes should be submitted to the Chair within ten (10) working days of the meeting to insure a timely flow of the communication process.

Section 3.3 Voting

Official motions and recommendations by Staff Council shall be voted on by a quorum of members. A simple majority of votes in favor shall be required for the motion or recommendation to pass. The Vice Chair will call for motions and tally voting. Alternate voting on any motion or recommendation by Staff Council may be conducted by electronic or other means of communication.

ARTICLE 4: Committees

Section 4.1 Sub-Committees: Sub-Committees may be appointed by Staff Council as needed.

Section 4.2 Ad-Hoc Committees: Ad-Hoc Committees may be appointed by Staff Council as needed.

ARTICLE 5: Communication

1. The Chair of the Staff Council will communicate directly to the President on behalf of the Staff Council.
2. The Secretary of the Staff Council will communicate to the Staff Assembly on behalf of the Staff Council.
3. Staff Council members are expected to maintain confidentiality with regard to the proceedings of Council, as is appropriate.
4. Members of the Staff Assembly may communicate directly with the Council members regarding issues that are relevant to the mission and purpose of the Council. Staff have a reasonable expectation of confidentiality when communicating with Council, as is appropriate.
5. When issues brought to Council cannot be considered confidential because of institutional, state, or federal policies, Council recommends that those involved direct their issue to the appropriate office (i.e. Human Resources, Public Safety, supervisors, etc.).

ARTICLE 6: Approval of the Charter

1. Initial approval: The charter will be presented to the College President for review and approval. Upon Presidential approval, the Charter will be distributed to the Staff Assembly.

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 Revision approved by Staff Assembly 10/05/2016

ARTICLE 7: Revisions to the Charter

1. The charter, in whole or in part, may be revised by members of Staff Assembly. Those wishing to revise the Charter must submit any proposed revisions to the Staff Council in writing. Any proposed revision to the Charter should include an effective date. Proposed revisions to charter will be submitted to and approved by a majority of Staff Assembly who participate in the voting process.

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Revision approved by Staff Assembly 10/05/2016