Professional Staff Council Bylaws

I. Purpose

The Professional Staff Council, hereafter referred to as the Council, is an elected body of professional staff employees whose purpose is to provide a forum through which common concerns and opinions regarding University matters may be voiced. Matters concerning the policies and programs of the University which affect this group of employees, as well as administrative staff, directly or indirectly will be addressed. The Council will disseminate information to the General Membership that may be of interest to them and, where appropriate, solicit opinions from the professional staff General Membership. The Council will submit its concerns, recommendations, and requests to the Vice President through the Director of Human Resources.

II. General Membership

The Council represents all regular professional staff (full and part-time) and administrative staff of Southeast Missouri State University.

III. Council Structure

A. The Council consists of no less than 12 professional staff representatives from across the University and no less than 4 alternates.

B. To provide continuity of leadership, all representatives will hold three-year terms. One third of the representatives will be elected each year. Alternates will hold a one-year term. Both representatives and alternates are required to attend the monthly General Membership meeting. An alternate will vote in the absence of the council member.

C. The Council will elect, from among its representatives, a Chair Elect who will serve a two-year term. The Chair Elect will succeed to the Chairperson position in the second year of the term. The Chairperson will preside at meetings and will act as a spokesperson for the organization. In the Chairperson’s absence, the Chair Elect will act on his/her behalf.

D. The Council will elect a Secretary/Treasurer from among its members (representatives and alternates) for a one-year term. The Secretary/Treasurer will keep and disseminate minutes of the meetings and budget reports. He/she will maintain correspondence and budget records for the organization.

F. Vacancies among officers will be filled by election within the Council. Vacancies among representatives will be filled from the alternates by appointment by the Chair.

IV. Nominations and Elections

A. The Council represents all regular professional staff (full and part-time) and administrative staff of Southeast Missouri State University.

1. Nominations and Elections shall be held during the month of April.
2. Newly elected Council members will take office at the first regularly scheduled Council meeting in May.

B. The methods of nominating and voting for Council members will be as follows:

1. The Council Chairperson will create an ad hoc committee whose responsibility will be the management of the election process.

2. Nominations – All regular professional staff (full and part-time) employees are eligible to be nominated on the nomination ballot. Regular professional staff (full and part-time) employees who are representatives on the Professional Staff Council, and their term is not expiring that year, will not appear on the nomination ballot. All professional staff employees may access the nomination ballot via the Professional Staff Council web page to cast nominations. The number of nominations each employee may make cannot exceed the number of open representative and alternate vacancies within the Professional Staff Council. Employees may nominate themselves or other staff members including representatives and alternate members of the Professional Staff Council, whose terms are expiring that year. Nominees will be contacted by a member of the ad hoc committee via phone/email and asked if they wish to serve before their names are placed on the election ballot.

3. Elections – A ballot which lists only the nominees who agreed to have their name placed on the election ballot for the number of open representative and alternate vacancies within the Professional Staff Council will be provided to all professional staff employees via the Professional Staff Council website.

4. Candidates will be ranked by number of votes from greatest to least. Representative and alternate vacancies within the Professional Staff Council will be filled by candidates who received the greatest number of votes in rank order until all vacancies are filled. In the case of a tie for the final representative position(s), the Chairperson will make the final selection; the remainder will become the first alternate(s). In the case of a tie for the final alternate position(s), the Chairperson will make the final selection to fill the final alternate vacancies, or accept all alternates. Candidates will be contacted by a member of the ad hoc committee via phone/email congratulating them being elected to the vacancy which they were elected to.

5. Employees will be requested to submit both their nomination and election ballots via the Web. The ballots will be counted and validated by the ad-hoc election committee.

V. Operating Procedures

A. Ad hoc committees and their membership will be appointed by the Chairperson with the consent of the Council. Membership to University standing committees will be from representatives and alternates serving on the council. In the event the term of a representative or alternate expires, but they continue to serve on the university standing committee, meeting minutes must continue to be submitted to the Chairperson, until a representative or alternate whose term doesn’t expire is selected to the University standing committee.

B. All committees will report to the Council through the Chairperson.
C. A quorum will consist of a majority of Council members.

D. Council business will be approved by a majority vote of the quorum.

E. A member may be removed from the Council by a majority vote of the Council for failure to attend Council meetings on a regular basis. Council members may be reinstated by a majority vote of the Council. A member can resign from the Council with a submitted letter of resignation to the Chair.

F. An officer may be removed by a three-quarters vote at a council meeting, notice of the vote having been given at the previous meeting.

G. Bylaws may be amended by a two-thirds vote of the ballots returned by the General Membership.

H. Meetings of the Council will be called monthly and as needed by the Chairperson. Council meetings will be open to the university community and other interested parties, but without speaking privileges unless acknowledged by the Chairperson.

I. A meeting of the General Membership will be called annually on a date selected by a majority vote of the Council. Additional General Membership meetings may be called by a majority of the Council.

J. Minutes of all Council meetings will be disseminated to all professional staff employees via the Professional Staff Council website.

K. All issues of parliamentary procedure will be referred to the Chairperson for clarification.

L. A manual detailing Council practices for conducting normal business meetings will be maintained by the Council and made available upon request.

M. The Chairperson will appoint, with consent of the Council, professional staff constituents to serve on University standing committees as requested by the Administration.

Revised 12/19/12