

Staff Council at East Texas A&M University Bylaws

(As amended March 5, 2025)

Article I - Name

This organization shall be known as **Staff Council at East Texas A&M University**, hereafter referred to as **Staff Council**.

Article II - Purpose

Staff Council's mission is to serve as a representative voice for all university staff and liaison between staff and upper administration. The council strives to support university staff and foster a sense of community among employees.

Article III - Staff Council Membership

Section 1: General Eligibility

A) All full-time, non-faculty university staff—excluding the president, provost, associate provost, vice presidents, deans, and those whose employment is contingent upon their status as a currently enrolled student—shall be eligible for Staff Council membership.

B) A full-time, non-faculty university staff member is defined as a budgeted employee with at least one (1) year of continuous service at East Texas A&M before Staff Council elections.

Section 2: Membership Representation

A) Staff Council membership shall be representative of the following university divisions/operating units:

1. Division of Academic Affairs
2. Division of Enrollment Management
3. Division of Finance and Administration
4. Office of Student Affairs
5. Office of Philanthropy and Engagement, and
6. Division of Research and Economic Development
7. All other operating units not listed above (e.g., Lion Athletics, Compliance, Office of Marketing and Communications, Office of the President, East Texas A&M University-Dallas)

Each division or operating unit shall receive one (1) representative for every twenty-five (25) eligible staff members, with a minimum of one (1) representative per division or operating unit.

B) Every five (5) years, beginning June 1 of years ending in five (5) or zero (0), the official university personnel database will be analyzed to determine the number of representatives each

division receives for the next five-year period.

C) **At-Large members** may be invited to serve on Staff Council to ensure adequate representation. At-large members:

- Serve one (1) year terms as voting members.
- May be added or removed by a two-thirds (2/3) vote of Staff Council.
- May include any student or faculty member whose participation enhances the council's effectiveness.
- Are encouraged to collaborate with the Student Government Association and Faculty Senate.

Section 3: General Elections

A) A "call for interest" will be issued to all eligible staff, outlining the goals of Staff Council and inviting dedicated candidates. Elections will be conducted annually between July 1 and August 1.

B) Results will be determined by a majority vote within each division or operating unit. A runoff election will resolve ties.

Section 4: Term of Office

A) Representatives serve two-year terms beginning September 1.

B) At-large members serve one-year terms.

C) Terms are staggered to maintain continuity.

D) No member may serve more than two (2) consecutive full terms but may be re-elected after a one (1) year absence.

E) Representatives whose division changes must resign their seat, which will be filled by the next highest vote recipient from the previous election.

F) Vacant seats due to resignation or inability to serve will be filled similarly.

Section 5: Attendance and Removal

A) Members must maintain a 75% or more attendance rate at regular and special meetings. Attendance via Zoom, Teams, or other electronic means does **not** count toward attendance requirements unless the member is remote from the main campus. Falling below this threshold will result in removal.

B) Members may be removed immediately by a two-thirds (2/3) vote of the council for:

1. Failure to fulfill duties.
2. Creating an environment counter to the vision of Staff Council.
3. A petition signed by at least 40 staff members calling for removal.

C) Members removed by the council are ineligible to rejoin for two (2) years. Reinstatement eligibility requires the executive committee to determine that the reasons for removal have been addressed.

Article IV - Staff Council Officers

Section 1: Duties

- A) Officers include a **president, vice president, treasurer, recorder, and communications officer**.
- B) The **president** presides over meetings, prepares agendas, liaises with the university president, and serves on the executive committee for one (1) year post-term.
- C) The **vice president** assumes the president's duties when necessary.
- D) The **treasurer** manages financial transactions and reports.
- E) The **recorder** maintains minutes, attendance, and reports.
- F) The **communications officer** oversees marketing, branding and council-related communications. The communications officer must review all communications before publishing or distribution.
- G) Officers must receive council approval before making public statements on behalf of Staff Council.

Section 2: Election of Officers

- A) Officers are elected annually by majority vote of incoming and returning members at the first meeting following elections.

Section 3: Terms of Office

- A) Officers serve one-year terms and may serve no more than two (2) consecutive terms in the same office. An officer may be re-elected after a one (1) year absence or continue with a two-thirds (2/3) vote of Staff Council and serve additional consecutive terms if deemed necessary for leadership continuity.

Section 4: Vacancies

- A) Vacant officer positions will be filled by election at the next regular meeting.

Article V: Committees

Section 1: Establishment of Committees

Staff Council may establish committees as necessary to fulfill its objectives and responsibilities.

Section 2: Committee Chairpersons

The Council shall select chairpersons for each committee.

Section 3: Committee Appointments

Committee appointments are open to all eligible staff members.

Section 4: Committee Expectations

- Committee meetings must be held at least once monthly and attended in person.
 - Attendance at committee meetings is counted toward overall attendance requirements.
 - Committee chairs must provide updates during the monthly council meeting under their respective agenda section.
 - Committee chairs must submit **design requests and communication needs** to the communications officer in a timely manner conducive to meeting desired publication or distribution dates.
 - All marketing and communications must meet brand and writing guidelines set by the Office of Marketing and Communications, and gain approval by the council president.
 - Any **use of the university logo or Staff Council's unit lockup (logo)** must receive approval from the council president and the Office of Marketing and Communications prior to publication or distribution.
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Article VI: Executive Committee

Section 1: Membership

The executive committee shall consist of:

- **Officers:** president, vice president, treasurer, recorder, and communications officer.
- **Committee chairs.**
- The **immediate past president** (one-year, post-presidency term).

Section 2: Functions

The executive committee oversees the operations, decision-making, and strategic direction of Staff Council.

Article VII - Meetings

Section I - General Staff Meeting

A) Staff Council will hold at least one general staff meeting annually, with written notice distributed to all university staff at least five (5) days in advance.

Section II - Staff Council Meetings

- A) Staff Council will meet monthly.
- B) Meeting agendas will be distributed in advance.
- C) Staff Council may hear suggestions and present recommendations to decision-makers.
- D) The council may invite guests to present proposals.

Section III - Executive Session Meetings

A) Meetings are open to all, but a majority vote may close a meeting to only voting members.

Section IV - Voting

- A) Voting may occur by voice, show of hands, or email (if authorized by the president).
 - B) A simple majority vote decides most issues.
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Article VIII - Governance and Rules of Order

Section I - Quorum

- A) A quorum consists of at least one-half of the standing Staff Council members.

Section II - Rules of Order

- A) *Robert's Rules of Order* shall govern meetings when procedures are not explicitly stated in these bylaws.
 - B) Standing rules of order may be suspended, amended, or rescinded by a two-thirds (2/3) vote.
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Article IX - Adoption and Amendments

Section I - Adoption of Bylaws

- A) These bylaws require a two-thirds (2/3) vote of Staff Council members for adoption and take immediate effect.

Section II - Amendments

- A) Amendments may be initiated by:
 1. A petition signed by at least 40 staff members.
 2. A majority vote of Staff Council.
 - A. Amendments require a two-thirds (2/3) affirmative vote of the general staff present and voting.