Elections:

Section 1: Staff Advisory Council year comprises from June through May.

Section 2: The Elections Committee will determine, by March 15th, or the next business day, every 3rd year of an election cycle, the number of Representatives by totaling the number of permanent full-time and percent full-time employees (as of April 30th) per division and dividing by 20. In the event of an uneven number of employees, it is under the sole discretion of the Elections Committee Chair to apportion remaining employee representation in the fairest way possible. This includes, but is not limited to, adding an additional Representative beyond the equally divided.

Section 3: Council can bypass timing held in Section 2 if major College restructuring occurs. Two-thirds of all Representatives must concur with deviation.

Section 4: Each year, one-third of Council members will be up for election.

Section 5: Nomination forms will be distributed by the Elections Committee to all eligible employees by the first business day in April. First time nominees must complete a nominating form and submit, physically and electronically, along with ten (10) employee signatures, to the Elections Committee by the third Monday, or following business day, in April.

Section 6: Nominating form shall provide space for a brief summary of candidate. A picture will be taken when submitting paperwork. Nomination summary and picture will be included on on-line ballot.

Section 7: The election for Representatives will be held no earlier than the first Monday and no later than the third Monday, in May. Election window will remain open for five (5) business days. Eligible staff members will have one vote per Representative position within their respective division.

Section 8: Candidates who receive the most votes will be declared appointed to vacant Representative seats as determined in Section 2.

Section 9: The Elections Committee Chair will notify each elected Representative of their election within five (5) business days of election closing.

Section 10: The Chair will maintain a list of all candidates from the most recent election in an order from highest to lowest of total votes received. When an elected Representative vacates his or her seat, the Chair of Staff Advisory Council is required to fill vacancy from this list.

Section 11: Election by-laws shall be implemented in full force in 2014. For 2013, elections shall be run under previous by-laws. At the conclusion of elections for 2013, Section 10 under “Elections” shall be removed by the Parliamentarian.

Duties and Responsibilities:

Section 1: Each Representative shall:

A) Serve a three-year term;

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B) Represent the interests of full-time and percentage of full-time staff and maintain communications with said constituents;
C) Serve on at least one (1) Staff Advisory Council Standing Committee;
D) Have the right to serve as an Officer;
E) Have the right to vote at Staff Advisory Council, assigned Standing Committee, and assigned Ad Hoc Committee meetings; and
F) Have the right to inspect financial records.

Officers:

Section 1: Officers shall be elected by a simple majority of Council.

Section 2: Staff Advisory Council must elect all officers to their position during the first meeting of in June. Elected officers shall be: Chair-elect (Vice-Chair), Executive Secretary, Parliamentarian, and Treasurer. Each of whom must be a Representative of Staff Advisory Council.

Section 3: Chair-elect will serve one year as Chair-elect, one year as Chair, and one year as immediate past Chair, unless Council concurs with officer removal proceedings.

Section 4: In the case of an absence or removal of the Chair, the Chair-elect shall assume the responsibilities of the Chair. In the event of removal of the Chair and Chair-elect, nominations and elections to fill vacant positions shall take place at the next Council meeting.

Section 5: Succession shall be Chair, Chair-elect, Parliamentarian, Treasurer, Executive Secretary, and Immediate Past Chair.

Section 6: Officer election by-laws shall be implemented in full force in 2014. For 2013, elections shall be run under previous by-laws. At the conclusion of elections for 2013, Section 6 under “Officers” shall be removed by the Parliamentarian.

Officer Duties and Responsibilities

Section 1: The Chair shall:

A) Preside over meetings of Staff Advisory Council, except during Chair removal proceedings;
B) Communicate approved recommendations of Staff Advisory Council to the President of Columbus State Community College;
C) Appoint Representatives of Staff Advisory Council to Standing and Ad Hoc Committees as deemed appropriate;
D) Submit agenda to Staff Advisory Council Executive Secretary for distribution within seven (7) business days of Council meeting;
E) At the discretion of the President, serve as the Ex-Officio Staff Representative to the Board of Trustees and Committee of the Whole committee meetings;
F) By the first (1st) week in June, prepare a summary report for Staff and the President outlining Council accomplishments for the prior year;
G) Follow or disregard Parliamentarian’s advice on matters of parliamentary procedure;
H) Appoint Representatives in the case of vacancies; and
I) Appoint and remove Standing and Ad Hoc Committee Chairs.
J) Transition into Immediate Past Chair at the conclusion of the Council year.

Section 2: The Chair-elect shall:

A) Preside over Staff Advisory Council meetings in the absence of the Chair;
B) Assume the Chair in the event of resignation, removal of Chair, or after one (1) year of Chair-elect service, whichever comes first;
C) Compile, update, and forward a list of Staff Advisory Council Representatives, who serve on College committees, to the Communications Committee for publication;
D) Coordinate with Committee Chairs on the development and execution of yearly goals; and
E) By the second (2\textsuperscript{nd}) week of May, compile the year-end report from each Committee Chair and submit said reports to Chair for inclusion into Staff Advisory Council summary report.

Section 3: The Parliamentarian shall:

A) Advise Officers and Committee Chairs on matters of parliamentary procedure;
B) Call attention to any error in proceedings that may diminish or materially affect the substantive rights of any Representative;
C) Serve as Chair of an Ad Hoc Committee when Charter or By-law issue arises; and
D) Record Staff Advisory Council meeting minutes in the absence of the Executive Secretary.

Section 4: The Treasurer shall:

A) Assume responsibility for all financial transactions conducted by Staff Advisory Council;
B) Submit a monthly report to Council outlining current account balance(s), as well as any income or expenditures realized during the preceding month;
C) Submit, within a reasonable timeframe, detailed financial records to Representatives when requested; and
D) Assign a designee when deemed appropriate.

Section 5: The Executive Secretary shall:

A) Record minutes of Staff Advisory Council meetings and post to website;
B) Submit unapproved minutes to Council within ten (10) business days prior to the next Staff Advisory Council meeting;
C) Distribute meeting agenda to Representatives within five (5) business days prior to the next Staff Advisory Council meeting;
D) Keep accurate attendance records; and
E) Submit accurate, approved Council records and other appropriate documents to the Staff Advisory Council files in the ERC.

Section 6: The Immediate Past Chair shall:

A) Attend all Staff Advisory Council meetings;
B) Serve as Chair in the absence of all current Officers; and
C) Preside over Council during Chair removal proceedings. The Immediate Past Chair shall refrain from this vote.
D) Not be required to be an elected Representative. This position is to mentor Chair and Chair-elect during transitions;
E) Not have voting rights if not an elected Representative.

Removal from Office:

Section 1: Representatives have the right to petition the removal of fellow Representatives or Officers. Representatives who wish to submit a petition must do so during “New Business” within the current meeting agenda that outlines specific charges. A removal vote must take place at the next regularly scheduled Staff Advisory Council meeting.

Section 2: The accused retains the right to defend their actions during the next meeting before any removal vote is cast.

Section 3: Two-Thirds of Council members must concur with removal petition. Voting shall be completed by roll call voting.

Section 4: Successful removal petitions against officers shall remove said officer from the Executive Team. He or she shall remain a Representative.

Section 5: In the case where the Chair is accused, the Immediate Past Chair shall preside over removal proceedings.

Vacancies:

Section 1: In the event of a Representative vacancy, the Chair shall appoint a replacement from the list kept by the Chair of the Elections Committee. The Chair is required to appoint the candidate who received the next highest vote total within said division. If he or she declines, the candidate with the second highest vote total shall be appointed. This process will continue with third, fourth, etc. until vacancy is filled. If list is exhausted, the Chair shall appoint anyone from said division.

Section 2: Appointed Representatives assume all Rights and Privileges outlined in the Charter and supporting By-laws.

Section 3: Appointed Representatives shall remain in their position until the next regularly scheduled election. The person elected to fill vacancy shall hold office for the remainder of the term.

Standing Committees:

Section 1: At the beginning of the Council year, the Chair will appoint each Committee Chair. The list of appointed chairs shall be forwarded to the Executive Secretary to be placed in meeting minutes. Each Committee Chair is responsible for setting meeting days, times, and agendas.
Section 2: Committee Chairs are required to retain complete records of their activities. This is used to maintain continuity between Council years. By the first (1st) week of May, each Committee Chair will submit a year-end summary report to the Chair-elect.

Section 3: All money collected by Committee(s) must submit funds and documentation to Council Treasurer, or their designee, with three (3) business days.

Sections 4: The Elections Committee shall:

A) Follow the procedures and time guidelines outlined under Elections by-law; 
B) Keep a current list and contact information of Council Representatives; 
C) Maintain a list of candidates for each election along with vote totals. This list will be used to fill vacancies as they arise; and 
D) Conduct the elections of Officers.

Section 5: The Staff Professional Development Committee shall:

A) Conceive, development, and implement Professional Development opportunities for staff members; and 
B) Consult and partner with various College Committees to further elevate the importance of staff professional development.

Section 6: The Communications Committee shall:

A) Create, collect, disseminate, and archive official Staff Advisory Council communications; 
B) Develop communication processes and procedures; and 
C) Collaborate with Standing and Ad Hoc Committees to determine and facilitate communication needs.

Section 7: The Activities Committee shall:

A) Plan, coordinate, and execute social activities for the College at-large; and 
B) Organize and coordinate Council approved community fundraisers.