

Staff Liaison Committee

Operational Procedures

4/01/2005

Article I. Name

Article II. Mission

Article III. Responsibilities and Objectives

Article IV. Membership

Article V. Staff Committee Officers

Article VI. Committees

Article VII. Meetings

Article VIII. Parliamentary Authority

Article IX. Adoption of Operational Procedures

Article X. Amendments to the Operational Procedures

Article I. Name

This organization shall be known as the Oklahoma Panhandle State University Staff Liaison Committee.

Article II. Mission

The OPSU Staff Liaison Committee, a collective voice for one of the largest constituencies on the Oklahoma Panhandle State University campus (second only to students), represents a highly diverse group of individuals whose performance levels are critical to the quality, integrity, credibility and continued growth of the University. With this in mind, and so that we may better serve the University's internal and external constituents, the committee is committed to a guiding mission that provides OPSU staff with policy-effecting, decision making

representation. Further, we are committed to assessing, prioritizing, and communicating staff needs and to responding to those needs through the implementation of developmental programs and job-enhancing initiatives.

Article III. Responsibilities and Objectives

- A. The Staff Liaison Committee shall develop and maintain communication channels for interchange between itself and staff members, faculty, student body, the University administrative staff, and the University president in an advisory capacity.
- B. The Staff Liaison Committee may, where staff interests are concerned, nominate staff members to serve on University committees. Such members will be appointed by the University president.
- C. The Staff Liaison Committee shall prepare and submit to the University president an annual summary of all activities and reports. In addition, the Staff Committee shall prepare and submit to the University president proposals and position papers on staff concerns as determined by a majority of the Staff Committee.
- D. The Staff Liaison Committee shall prepare and submit reports as requested by the University president.
- E. The Staff Liaison Committee shall provide a forum for members to discuss common problems and concerns and to share information.
- F. The Staff Liaison Committee shall formulate, coordinate and recommend enhancements and priorities on behalf of its constituents.
- G. The Staff Liaison Committee shall formulate, monitor and review recommendations on development programs that affect members of the University staff.

Article IV. Membership

Article IV. Membership

Section 1. General Staff Membership

All benefits-eligible, non-faculty University employees -- with the exception of the president, vice presidents, deans, the executive assistant to the president and those whose employment depends in whole or in part upon their status as a currently enrolled student -- shall be eligible for membership and/or representation by this Committee.

This general membership body may serve as a forum for discussion and for informational votes on matters for consideration and action by Committee representatives.

Section 2. Staff Committee Membership

Classifications for representation are based on the following EEO Occupational Categories:

Executive/Administrative/Managerial

Professional Non-Faculty

Clerical/Secretarial

Technical/Para-Professional

Service/Maintenance

Each classification shall receive one representative. On February 1 of each year a listing from the official university personnel database will be printed and analyzed for membership and eligibility. All ineligible employees, as defined in Article IV Section I, will be removed from the list prior to making the determination. It is the responsibility of the Election Committee to complete this process prior to annual elections.

The immediate past president shall continue to serve as a representative for one year after the expiration of his or her term as president. If he or she has unexpired time on his or her elected term as a representative, he or she will continue as a full-participating voting member. If his or her elected term as a representative has expired, he or she will serve as an

ex-officio, non-voting representative, and a new representative will be elected into his or her vacated representative position.

A. General Elections

1. Elections for vacant positions on the Staff Liaison Committee will be conducted annually no earlier than April 1 and no later than May 1 of each year by secret ballot. The election shall be carried out by the Election Committee in accordance with election procedures as established by the Election Committee and approved by the Staff Liaison Committee.
2. A list of eligible candidates in their representative classification will be provided to the general membership for election purposes. Results of an election will be determined by candidates receiving the most votes within their classification.
3. In order to be eligible for nomination and election, an employee must have been employed by the University, in an eligible position, for at least one year as of April 1 of the current year.

B. Term of Office

1. Representatives shall serve a two-year term to begin the first day of June and to end on the last day of May.
2. Terms shall be staggered with elections conducted annually. No member may serve more than two consecutive terms, but may be re-elected after a one-year interval.
3. An elected representative, whose job classification changes during his/her term of office, will serve the constituency who elected this representative until the next general election.
4. If a member of the Committee resigns or is unable to serve for any reason, the unexpired term will be filled from among those nominated, but not elected, at the last election in the order of the highest number of votes received. The new member will serve the remainder of the term.

C. Attendance

Any member whose attendance rate falls below 50 percent of the regular and special Staff Liaison Committee meetings during a single semester or

summer shall be removed. The unexpired term will be filled from among those nominated but not elected at the last election in the order of the highest number of votes received. The new member will serve the remainder of the term.

Article V. Staff Liaison Committee Officers

Section 1. Duties

Officers of the Staff Liaison Committee shall consist of a president, past president, and recorder.

The Committee president shall preside at meetings of the Staff Liaison Committee, prepare the agendas, serve as liaison to major University committees, and carry out other duties as specified in these and in the Standing Rules of Order.

The past president shall assume the responsibility of the Committee president when the Committee president is absent or otherwise unable to perform his or her duties, and shall assist the Committee president as required. The past president shall serve as the chair of the Election Committee and in an advisory role to the president.

The recorder shall maintain accurate records of attendance, keep minutes of all business conducted by the Staff Liaison Committee, and coordinate and prepare required reports and correspondence for the Committee. The recorder shall also maintain a current copy of the Staff Liaison Committee in written or typed and electronic media forms.

All actions of these officers taken as a result of their official positions within the committee shall be subject to confirmation by the committee. Officers may not take a public stand or voice an opinion on an issue in the name of the committee without prior approval by a majority vote of the Staff Liaison Committee.

Section 2. Election of Officers

Officers of the Staff Liaison Committee shall be elected annually by the committee membership at the first regularly scheduled meeting following annual elections. Only committee representatives with at least one year of membership experience are eligible to serve as president. This requirement is waived if there are no current representatives with one year of membership experience.

Section 3. Terms of Office

Officers shall be elected annually to one-year terms. No member may hold the same office for more than two consecutive terms, but may be re-elected after a one-year interval.

Section 4. Vacancies

Vacancies of officers for unexpired terms will be filled by election at the next regular meeting of the Staff Liaison Committee.

Article VI. Committees

Section 1. Election Committee

The Election Committee, which consists of the past Staff Liaison Committee President, and the Administrative Assistant to the University President, shall conduct an annual, campus wide election to the Staff Liaison Committee. The past president will serve as chair of this committee. Should the past president not be available to serve, the chair of this committee shall be appointed by the president and shall not be a candidate for re-election during the year of his or her service as chair. The Election Committee will establish operating procedures for the

election of members to the Staff Liaison Committee. Procedures are subject to approval by the Staff Liaison Committee.

Section 2. Special-Interest Committees

Additional committees shall be designated as deemed necessary by the Staff Liaison Committee. Appointment to special interest committees is open to any eligible staff member of the University as defined in Article IV, Section 1.

Article VII. Meetings

Section 1. General Staff Meeting Schedule and Notification

The Staff Liaison Committee shall hold a general staff meeting at least once per year at a time and place determined by members of the Staff Liaison Committee and will be conducted as stated in the Standing Rules of Order. The president shall notify members of the general staff of the time and location of meetings. Such notification shall be by written correspondence at least seven days in advance of the meeting if possible.

Section 2. Staff Liaison Committee Meeting Schedule and Notification

The Staff Liaison Committee shall meet once a month at a time and place determined by members of the Staff Liaison Committee and will be conducted as stated in the Standing Rules of Order. The president shall notify all committee members of the time and location of all Committee meetings. Such notification shall be by written correspondence at least seven days in advance of the meeting if possible and shall include a tentative agenda when possible.

A.

The order of business shall include, but need not be limited to, the following items, which shall be covered in sequence as far as circumstances permit: call to order, determination of members present,

disposition of minutes of previous membership meeting, president's report, reports of standing committees, reports of special interest committees, unfinished business, new business, and adjournment.

B.

One or more member's of any group identified in Article IV, Section I may present a suggestion in writing for the committee consideration to one or more members of the Staff Liaison Committee. If in the judgment of the committee, the proposal is one of merit, a recommendation will be formulated and communicated to appropriate decision making personnel. The individual(s) initiating the proposal shall be notified of the Committee's action.

Section 3. Executive Session

The Staff Liaison Committee meetings shall be open to all interested parties. A majority vote of the committee membership present and voting may, however, determine that a meeting shall in whole or in part be conducted in executive session during which time only voting delegates, as well as others designated by the Committee membership, shall be present.

Section 4. Voting

Voting on motions and issues brought before the Staff Liaison Committee shall be by voice or show of hands unless a roll call or vote by secret ballot is requested by a voting member (roll call votes shall be recorded in the minutes of the meeting). A simple majority vote of Committee members present and voting shall decide a question.

Article VIII. Parliamentary Authority

Robert's Rules of Order shall govern the conduct of Staff Liaison Committee meetings and all committee meetings except where these rules are in conflict with the Staff Liaison Committee.

Article IX. Adoption of the Operational Procedures

Section 1. Method of Adoption

This Operational Procedure shall be adopted based on an affirmative vote by a majority of those voting at a meeting open to all individuals represented by the Staff Liaison Committee.

Section 2.

This constitution shall be in operation immediately upon its adoption.

Article X. Amendments to the Operational Procedure

Amendments to the Operational Procedure may be initiated in two ways:

1. Through a petition signed by 35 members of the University staff or
2. Through action originated by the Staff Liaison Committee and approved by a majority of committee members.

The Staff Liaison Committee shall present amendments to the general staff for action. A two-thirds affirmative vote of general staff present and voting shall be required for action.