Bylaws

Texas A&M University-Texarkana Staff Council

Article I. Name

This organization will be known as The Texas A&M University-Texarkana (A&M-Texarkana) Staff Council.

Article II. Mission

The purpose of the A&M-Texarkana Staff Council (the Council) is to provide A&M-Texarkana employees with a forum for raising, discussing, and making recommendations on current policy, procedure, or practice to enable the staff to better serve A&M-Texarkana and the State of Texas. The Council is committed to assessing, prioritizing, and communicating staff needs, and responding to those needs through the implementation of developmental programs and job enhancing initiatives.

Article III. Goals

Staff Council will establish goals consistent with the needs and vision of the A&M-Texarkana and publish these goals on the Staff Council Website. Staff Council shall reevaluate the goals annually.

Article IV. Responsibilities

The Council will develop and implement standard operating procedures, which shall include the process for a democratic election to the Council.

The Council may, where staff interests are concerned, recommend A&M-Texarkana employees to serve on committees established by the President.

The Council will prepare and submit to the President, proposals and position papers on staff concerns as determined by a majority of the Council.

The Council will prepare and submit reports as requested by the President.

The Council will formulate, monitor, and review recommendations on development programs that affect members of the A&M-Texarkana staff.

The Council will not act in an advocacy role in any specific employee/employer dispute within the A&M System Offices, nor will it assume the role of arbitrator in any such matter.
Article V. Staff Council Membership

All benefits-eligible, non-faculty, A&M-Texarkana employees - with the exception of the President, Provost, and Vice Presidents - will be eligible for Council membership.

Section 1. Representative Groups

The Council will consist of a minimum of five (5) representative groups, with one representative elected from each representative group. Groups will be identified yearly as reported in the University Affirmative Action Plan. Currently a ratio of 1 to 9 will be utilized to set representative numbers of the council. The Council will publish the representative groups on the Staff Council Website and shall amend established representative groups each year upon receipt of the Affirmative Action Plan.

Section 2. General Elections

Elections for vacant positions on the Council will be conducted annually during the month of August by secret ballot. One-third of the Council will be elected each year. The election will be carried out by the Election Committee in accordance with election procedures as established by the Election Committee and approved by the Council.

Nominations of candidates may be made by eligible employees in their established representative group. Winners of an election will be determined by candidates receiving the most votes within their representative group.

If there is only one nominee from a representative group, the vote will carry automatically without the necessity of distributing and collecting ballots.

Section 3. Term of Office

The Council will be elected to a three (3) year term. There are no term limits for the Council members.

The Chair will be required to stay on the council for one (1) year following their term. If the outgoing Chair does not seek or fails to win reelection, he/she will be required to serve on the Council as an ex-officio member. This will ensure continuity of the Council.

Section 4. Vacancies

Vacancies of Council Representatives for unexpired terms may be recommended by the Council and approved by two-thirds vote. However, the Representative must come from the same employee group and will only fill the remainder of the vacated position.
Section 5. Quorum

A quorum will consist of at least sixty percent (60%) of the members of the Council. No action will be taken by the Council unless a quorum is present.

Article VI. Staff Council Officers

Section 1. Duties

Officers of the Council will consist of a Chair, Vice Chair, Treasurer, and Secretary. The Council Chair will preside at meetings of the Council, serve as liaison to the President and major A&M-Texarkana committees, and carry out other duties as specified in these Bylaws. The Chair will not be a voting member unless required to break a tie of the Council.

The Vice Chair will assume the responsibility of the Staff Council Chair when the Staff Council Chair is absent or otherwise unable to perform Staff Council duties, and will assist the Staff Council Chair as required. The Vice Chair is responsible for fund raising events during the year and will Chair the Fund Raising Committee.

The Treasurer will maintain an account of all monies received and expended, make disbursements as authorized by the Council, and prepare an annual report of financial transactions.

The Secretary will maintain accurate records of attendance; keep minutes of all business conducted by the Council; prepare meeting agendas; and coordinate, prepare, and distribute required reports and correspondence for the Council. Minutes should be distributed to Council members prior to the next meeting.

All actions taken by these officers that are reasonably required by their official positions within the Council will be reported to the Council. Officers may not take a public stand or voice an opinion on an issue in the name of the Council without prior approval by a majority vote of the Council.

Section 2. Election of Officers

Officers of the Council will be elected annually by the new Council membership at the first regularly scheduled meeting following annual elections, based on receiving the largest number of votes.

Only Council representatives with at least one year of membership experience are eligible to serve as Chair. This rule may, however, be waived by a two-thirds vote of the full-voting Council membership.
Section 3. Terms of Office

Officers will be elected annually to one-year terms. No member may hold the same office for more than two consecutive terms, but the member may be re-elected after a one-year interval. This rule may, however, be waived by a two-thirds vote of the full-voting Council.

Section 4. Vacancies

Vacancies of officers for unexpired terms will be filled by election at the next regular meeting of the Council under the rules identified in Article VI, Section 2.

Article VII. Committees

The chair and members of all committees will be appointed by the Council Chair.

Section 1. Election Committee

The Election Committee, a standing committee, will conduct an annual election to the Council. The chair of this committee will not be a candidate for re-election to the council that year. The Election Committee will establish operating procedures for the nomination and election of members to the Council. Procedures are subject to approval by a majority vote of the Council.

Section 2. Additional Standing Committees/Special Committees

Additional standing committees and special committees will be established as deemed necessary by the Council. At least one member of any standing committee/special committee should be a Council member. Appointment to these committees is open to any A&M-Texarkana employee.

Article VIII. Meetings

Section 1. General Staff Meeting Schedule

The Council will conduct a general staff meeting of all employees at least once a year at a time and place determined by members of the Council.

Section 2. Staff Council Meeting Schedule and Notification

The Council will meet once a month at a time and place determined by members of the Council. The secretary will notify council members of the time and location of all council meetings. Such notification should be by written/email correspondence at least seven days in advance of the meeting and should include a tentative agenda.

The order of business will include, but need not be limited to, the following items: call to order, determination of members present, disposition of minutes of previous Council meeting, Chair's report, Treasurer's report, reports of standing committees, reports of special committees, unfinished business, new business, and adjournment. Any A&M-Texarkana employee may
present a written suggestion for Council consideration to one or more members of the Council. If the Council determines the proposal is one of merit, a recommendation will be formulated and communicated to the President and/or proper authority. The individual(s) initiating the proposal will be notified of the Council’s action.

Section 3. Executive Session

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

Section 4. Voting

Voting on motions and issues brought before the Council will 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 will be recorded in the minutes of the meeting). A simple majority vote of the quorum present and voting will decide a question, unless otherwise provided in the Bylaws. In the case of a tie vote, a tie is not considered a majority; therefore the item does not pass.

Article IX. Parliamentary Authority

Robert’s Rules of Order may be invoked by the Chair as needed. The Chair has the discretion to conduct meetings in a less formal manner.

Article X. Adoption of Bylaws

These Bylaws were adopted based on an affirmative vote by a majority of the Council and became effective September 28, 2010

Article XI. Amendments to the Bylaws

Amendments to the Bylaws may be initiated in two ways:
- through a petition signed by twenty percent of the A&M-Texarkana staff, or
- through action originated by the Council and approved by a majority of Council members.

Proposed amendments will be distributed to all A&M-Texarkana employees at least three weeks prior to the Council vote on the amendment. A two-thirds vote of the Council will be required for action.

The Bylaws of The Texas A&M-Texarkana Staff Council are hereby adopted on September 28, 2010 by a majority vote of the council.

Karen Dukes, Secretary