

**BYLAWS FOR THE
STAFF ADVISORY COUNCIL (SAC)
PENN STATE YORK**

**ARTICLE I
OBJECT**

Section 1 Mission Statement

The aim of the Staff Advisory Council (SAC) is to enhance and solidify the partnership between the staff and the chancellor of Penn State York. The Council will provide a forum for effective communication with exempt and nonexempt staff regarding suggestions and review and advise on policies, procedures, and practices that are important to the staff and campus. As a Council, we resolve to participate in and contribute to the well-being and decision making of the campus community.

**ARTICLE II
ELIGIBILITY AND MEMBERSHIP OF THE STAFF ADVISORY COUNCIL (SAC)**

Section 1 Eligibility

All non-technical services staff members, full-time and part-time (20 hours per week), with a minimum of one year of campus service may serve on the Council. Faculty (full and part-time), and directors reporting to the chancellor are not eligible for membership on the Council. In addition, part-time staff members cannot serve as a member of the Executive Committee.

Section II Membership

Member: Elected voting position with the Council.

Ex-officio Member: Non-voting position with the Council.

-Penn State York Staff Advisory Council Past-chair

-Penn State York's University Staff Advisory Council Representative (if applicable)

Section III Election of Council Membership

The Council shall be composed of seven voting members, which is comprised of four members of the Executive Committee and three elected general council members. The Council will consist of a combination of exempt and non-exempt full-time and part-time staff.

Non-executive committee members shall be voted in by the eligible staff to serve a one-year term, commencing on July 1. To be eligible to vote, staff must meet the eligibility requirements as outlined in the bylaws. No voting member shall be eligible to serve more than two consecutive terms, however after any period of one year of non-membership, shall be eligible for membership again. The Chair-elect will have served at least one term prior to being elected to the Chair position.

Each year the Nominating Committee will call for nominations of new members for the Council (self-nominations are acceptable). Any staff member who is nominated but would prefer not to serve should contact the Nominating Committee at least two weeks prior to the election. No more than two members from any one department should hold a seat on the Council during a given year in order to ensure a diverse representation of the campus. Upon finalization of the slate, an electronic ballot will be sent to all eligible staff members.

- a. New members will attend an orientation meeting which will be scheduled each year in the month of June. The Executive Committee shall attend this meeting for the purpose of transitioning members for the upcoming academic year. In addition, all members of the Council shall be invited to attend this meeting.
- b. If a member must take a temporary leave of absence from the Council, such requests should be submitted to the Chair which will be reviewed and granted whenever possible. Since this type of leave is temporary, the resulting vacancy shall not be filled by a new member.
- c. Resignations from the Council shall be submitted to the Chair, who shall then invite the staff member who received the next highest number of votes in the election for the current year to join the Council. In the event of a single nomination, the Council will determine a temporary replacement.
- d. Any member who is absent from three or more of the regular meetings during any academic year may be declared inactive and may be asked to step down, subject to review by the Executive Committee.

Section IV Council Meetings

The Council shall meet monthly with dates and times for the upcoming year to be determined by the incoming Chair and Council members at the orientation meeting in June.

Section V Executive Committee

The Executive Committee shall consist of the Chair, the Chair-elect, the Secretary, and Secretary-elect as well as the Past-Chair, Chancellor, and Human Resources Consultant as non-voting, ex-officio members. The Executive Committee shall coordinate all activities of the Council included but not limited to the preparation and distribution of agendas for both the Council and regular open meetings, appoint subcommittee chairs, and ensure compliance of the bylaws.

- a. The Chair shall be the presiding officer of the Council. The Chair shall be elected for a three-year term commencing on July 1, serving the first year as Chair-elect, the second year as Chair, and the third year as Past-chair. The duties of the Chair are to preside over all meetings, have general and active management of the business of the Council, and see that all orders and membership are carried into effect. In consultation with the Chair-elect, the Chair will respond to and initiate communications with the Office of the Chancellor.

In the event the Chair resigns or is unable to serve, the Chair-elect shall move into that position immediately. In the event the Chair resigns the position at a time when there is no designated Chair-elect, the Executive Committee will appoint another member as Chair to serve until the next regular election.

- b. The Chair-elect will automatically succeed to the position of Chair during his or her second year in office. In the first year, the individual serving as the Chair-elect will attend all functions with the Chair and assume the role and duties appropriate to that office in the absence of the Chair. The Chair-elect will consult with the Chair concerning responding to and initiating communications with the Penn State York Office of the Chancellor. The Chair-elect shall also serve as the parliamentarian of the Council.

In the event the Chair resigns or is unable to serve, the Chair-elect shall move into that position immediately. The Executive Council shall schedule an election to fill the position of Chair-elect as soon as possible.

- c. The Chair shall automatically succeed to the position of Past-chair during his or her third year in office and will participate in Executive Committee activities.

In the event the Past-chair resigns from the position during the academic year, the Executive Committee shall appoint a third-year representative from its membership to serve until July 1.

In the event that the acting Chair becomes ineligible to serve as Past-chair in the coming year, the Executive Committee shall appoint a minimum of a third-year representative from its membership to serve the full coming year, until that year's completion on July 1.

- d. The Secretary shall be elected for a two-year term, serving the first year as Secretary-elect, the second year as Secretary, commencing on July 1. However, the secretary may not be elected for two consecutive terms. The Secretary is responsible for recording and distributing the minutes of the general meetings as well as keeping the role of all general meetings.

In the event the Secretary resigns or is unable to serve, the Secretary-elect shall move into that position immediately. The Executive Committee shall schedule an election to fill the position of Secretary-elect as soon as is practical.

- e. The Secretary-elect shall automatically succeed to the position of Secretary during his or her second year in office. During the first year, the individual shall serve as Secretary-elect. The Secretary-elect shall record and distribute the minutes of all executive meetings as well as keep the role of all executive meetings. In the absence of the Secretary, the Secretary-elect will assume the role and duties appropriate to the office of Secretary.

- f. In the event the Secretary resigns or is unable to serve, the Secretary-elect shall move into that position immediately. The Executive Committee shall schedule an election to fill the position of Secretary-elect as soon as is practical.
- g. Meetings of the Executive Committee will be called as needed.

Section VI Election of Executive Committee

The election of the Chair-elect and Secretary-elect will be held by secret electronic ballot and shall be conducted early in the spring semester of each year. The Past-chair will distribute to all members of the Council a complete list of members and solicit nominations from that list. The Past-chair will then check with each nominee to confirm if the individual is willing to serve. At the regularly scheduled February meeting, a slate of nominees will be presented which includes a minimum of one nominee for the office of Chair-elect and a minimum of one nominee for the office of Secretary-elect. Nominations of additional members from the floor shall be accepted at that time. No person shall be nominated for more than one office. Upon finalization of the slate, an electronic ballot shall be sent to eligible staff members. Voting shall take place within ten days and the final decisions will be presented to the Chair by the Past-chair. Results of the election will be communicated by the Chair to all eligible staff members.

ARTICLE III STAFF ADVISORY COUNCIL SUBCOMMITTEES

Section 1 Subcommittees

The Penn State York Staff Advisory Council has the following subcommittees whose purpose is to provide effective communication, make recommendations to the chancellor, provide a supportive network for staff initiatives and promote a welcoming and inclusive staff community.

- a. A **Nominating Committee** shall be convened early in the spring semester of each year. The Nominating Committee shall be chaired by the Past-Chair, and two additional elected SAC members appointed by the Chair at the January meeting. It is recommended that these members have at least two years of experience on the Council. The Nominating Committee shall solicit and review membership applications and nominations. Following the review, the Council will then recommend a diverse and wide representation of possible new appointments to the Human Resources (HR) Office. Upon review by HR, the slate of candidates will be sent forth to eligible staff by electronic ballot.

In addition, the Nominating Committee shall coordinate the election by electronic ballot of the Chair-elect and Secretary-elect as outlined in Election of Executive Committee. In addition, this committee shall keep the ballots of all elections and official records of memberships and terms.

Each of the following subcommittees will be chaired by one of the non-executive committee members of the Council. Each Chair is responsible to recruit additional committee members from eligible staff.

- b. The **Campus Initiatives Committee** shall review the initiative at hand, research possible improvements, and develop recommended action plans and initiatives to be presented to the full Council. If necessary, the Committee shall consult with the chancellor of Penn State York and with appropriate executive staff as it considers the submitted initiative. Periodic updates shall be presented at meetings of the full Council. The final recommendation from the Campus Initiatives Committee shall be presented to the full Council in writing prior to a regularly scheduled meeting. A written status report shall be presented to the full Council at the April meeting if the initiative has not been brought to closure. Upon approval of the full Council, the final report and recommendation shall be forwarded to the chancellor of Penn State York.

Each meeting, the full Council will vote and decide on actions for submitted initiatives, following the Campus Initiatives Submission Procedure.

For the Council to respond to staff initiatives, the staff person must submit the information in written format using the Submit an Initiative link on the Penn State York Staff Advisory Council home page or in the Campus Initiatives Box. This will be received by the Chair-elect of the Council, will be acknowledged in writing, and the staff person's name will be held in confidence. The identity of the submitter will be known only to the Chair-elect and Chair.

The review process conducted by the Council will include the following procedures:

- Staff will submit in writing, to the Council via the online web form or Campus Initiatives Box, the contents of which are reviewed by the chair elect.
- The chair-elect will receive the information and will then transcribe to a format to be shared with other members of the Council, omitting the submitter's identity.
If a submission of a sensitive nature is submitted to the Council, the Chair-elect will bring it to the attention of the Executive Committee who will examine the consequences of this being brought forth to the full Council. These are topics that the Council would likely not address but would provide resources to the individual.
- The Chair-elect will present the information to the Council at the next scheduled meeting. The chair-elect will verbally present a general overview and may provide written copies, without the submitter's identity, to fellow Council members.
- Council will review the submission and make one of four possible decisions:
 1. Seek additional information via the member who brought it forth to the committee.

2. Send to the Campus Initiatives Committee for review and a recommendation to the chancellor. This is an Ad-hoc Committee chaired by the chair-elect and comprised of eligible members as outlined in Article II, Section I. Additional members will be selected based on the initiative submitted and the expertise of eligible staff.
3. Determine that the issue should not be handled by the Council and forward to the appropriate person or department.
4. Or take no action at all.

The Council, through the chair-elect, will notify the submitter of the committee's proceedings.

- c. The purpose of the **Staff Onboarding Committee** is to welcome new employees and assist them with making connections to staff and/or departments who can provide guidance on campus processes and procedures. A member of the committee will provide a campus tour to new staff as an official welcome. In addition to assisting new staff members, the committee will provide similar reference tools to existing staff. This committee will be chaired by an elected member of the Council. Additional membership is open to all eligible employees as outlined in Article II, section I.
- d. The **Staff Professional Development Committee** will provide training and networking opportunities to eligible staff each academic year. A yearly survey will be sent to eligible staff to gauge their interest on various topics and events. From the survey results, the committee will plan events for the upcoming year. Additional events can be added once the calendar is established, if funding permits. The spirit of this committee is staff development and community celebration. Types of events will include, but are not limited to speakers, lunch and learn activities, and networking opportunities. This committee will be chaired by an elected member of the Council. Additional membership is open to all eligible employees as outlined in Article II, section I.

ARTICLE IV RULES OF PROCEDURE

Section 1 Order of Business for Regular Meetings

The order of business at each regular meeting of the Penn State York Staff Advisory Council is:

- I. Call to Order
- II. Approval of Minutes
- III. Reports of the Executive Committee
- IV. Reports of Standing Committees
- V. Unfinished Business
- VI. New Business
- VII. Announcements
- VIII. Adjournment

Section 2 Regular Meetings

Regular open meetings of the Council shall be held in the months of August, October, December, February, April and June with dates and times for the upcoming year to be determined by the incoming Chair and Council members at the Orientation Meeting in June. During the Orientation Meeting, charges will be outlined for the Council to achieve during the academic year. Changes can be added at any time during the academic year.

The Executive Committee will meet with the Chancellor prior to the general Council meeting, to discuss matters of importance and suggestions and the agenda for the upcoming meeting.

All regular meetings shall be open to any interested member of the Penn State York community providing those who wish to attend have support from their supervisor. Persons who would like to address the Council shall contact the Chair in advance to be provided time on the agenda.

Meeting time is usually during normal Penn State York hours and is considered Penn State York business.

Each subcommittee shall decide on meeting frequency and dates in order to accomplish their group objectives.

All meetings of the Council and subcommittees shall be governed by the then-current edition of Robert's Rules of Order.

Section 3 Special Meetings

The Chair, in consultation with the chancellor, may convene special meetings of the Council.

Section 4 Order of Business for Special Meetings

The order of business for any special meeting of the Staff Advisory Council is determined by the Chair.

Section 5 Agenda

A tentative agenda and relevant documents for each regular meeting of the Staff Advisory Council will be distributed at least three days before the actual meeting.

Section 6 Official Council Record

The Staff Advisory Council will publish an official record of the proceedings of the regular meetings. The minutes will summarize items discussed at the Council meeting, proposals, and actions taken. Copies of the minutes will be distributed electronically to eligible staff. Approved minutes will be posted on the Staff Advisory Council's website, which is available to the Penn State York Campus community.

Section 7 Polling

A quorum consisting of over fifty percent of the eligible staff in attendance during the open public forum time of a regular meeting is required in order for any official actions to be taken. Eligible members not able to attend can submit their vote to the chair prior to the regular meeting. The Campus Senate Chair will be a voting member for polling conducted at open regular meetings only.

ARTICLE V
AMENDMENTS TO STANDING RULES

Section 1 Amendments

These bylaws may be altered or amended at any time in accordance with the following procedure. After a discussion at a general meeting, an amendment to these bylaws shall be adopted by a majority poll. Implementation of changes to the bylaws will require approval by the chancellor.

Section 2 Appendix

Spring 2019 will be considered a working semester allowing for the appointed task force to establish the foundation of the Council. In early June 2019, the Task Force agreed to appoint the inaugural chair and to elect the remaining Executive Committee members which will include the Chair-elect, Secretary, and Secretary-elect. In addition, three new Council members from eligible staff will be elected to the Council by secret electronic ballot to bring the Council to seven members as outline in the bylaws.

For the first year 2019–20, the Council will meet monthly to allow for consistency and progress while building the foundation.

Due to the impact of COVID 19, in the second year 2020-21, the Council will continue to meet monthly.

Note: Due to the abundance of work being done by the Council, in August of 2021 the by-laws were permanently amended to meet monthly.

Revised September 5, 2019
Revised August 25, 2020
Revised February 19, 2021
Revised August 17, 2021
Revised June 27, 2022
Revised October 5, 2022