



# *Texas A&M University-Texarkana Staff Council As Amended*



## **Article I. Mission**

The University Council's stated mission is to represent the interests of and the issues impacting both classified and non-classified staff employees at Texas A&M University-Texarkana. Throughout the Bylaws, items pertaining to Council members will be referred to as "Representatives" and the University Staff will be referred to as "Staff".

## **Article II. Purpose**

The Council will provide a voice and integrate Staff perspective by:

1. Acting as a conduit for two-way communication between Staff and Administration.
2. Engaging Staff and bringing their interests before the administration.
3. Identifying university issues and their impact on Staff.
4. Exploring and researching possible solutions to issues.
5. Providing options and recommendations to the President.
6. Interacting with other councils.

The Council will NOT be involved in any specific employee/employer matters or disputes.

## **Article III. Council Membership**

All benefits-eligible, 100% effort, non-faculty, A&M-Texarkana employees - with the exception of the University President, Provost, Associate Provost, Vice-President(s), Assistant Vice-President(s) and Associate Vice-President(s) - will be eligible for Council membership after 6 months of employment.

### **Section 3.01 Representative Groups**

The Council should consist of a minimum of five (5) Representative groups, if possible, with one representative elected from each group, as long as they are willing to serve. Groups will be identified yearly as reported in the Equal Employment Opportunities (EEO) Categories. 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 Council Website and shall amend established Representative groups each year. There will be no more than (5) ex-officio Staff.

Each classification shall receive one representative for each 9 eligible employees within the classification. Method of calculation shall be "number of staff within classification divided by 9. Results of less than .50, when carried to two decimal places, will be rounded down to the next lowest whole number and results of .50 or greater, when carried to two decimal places, will be rounded up to the next highest whole number (Example: A result of 2.49 will authorize 2 representatives. A result of 2.50 will authorize 3 representatives). In the event that an EEO category has fewer than 9 staff members, those groups will be combined with the next smallest



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EEO group category to prevent exhausting the pool of eligible candidates from a small EEO category.

**EEO GROUPS**

<b>Group #</b>	<b>Category Name</b>
1	Executive/Administrative/ Managerial
2	Faculty
3	Professional/Non-faculty
4-7	Secretarial/Clerical; Technical/Paraprofessional; Security/Service/Maintenance

**Section 3.02            Review**

In the month of February of each year ending with a five or zero (i.e., 2005, 2010, 2015, etc.), a listing from the official university employee database will be obtained and analyzed to determine the number of representatives each classification is to receive for the next five-year period.

**Section 3.0            Current Membership**

<b>NAME</b>	<b>EMPLOYEE TERM(S)</b>	<b>EMPLOYEE GROUP</b>	<b>GROUP TERM(S)</b>
<b>Mark Missildine</b>	2017/2020	Group 3	2017/2020
<b>Teri Stover</b>	2017/2020	Group 1	2017/2020
<b>Linda Scott</b>	2017/2020	Group 4-7	2017/2020
<b>Michael Stephenson</b>	2017/2020	Group 1	2017/2020
<b>Venus Lillis</b>	2018/2021	Group 1	2018/2021
<b>Jennifer Willis</b>	2018/2021	Group 1	2018/2021
<b>Jennifer Carrillo</b>	2018/2021	Group 3	2018/2021
<b>Norma McCormick</b>	2018/2021	Group 3	2018/2021
<b>Jennifer Davis</b>	2018/2021	Group 1	2018/2021
<b>Joni Millican</b>	2018/2021	Group 3	2018/2021
<b>Marcie Whisenhunt</b>	2018/2021	Group 4-7	2018/2021
<b>Kristy Whisenhunt</b>	2019/2022	Group 4-7	2019/2022
<b>Brittney Stanley</b>	2019/2022	Group 3	2019/2022
<b>Angela Gideons</b>	2019/2022	Group 3	2019/2022
<b>James Bynum</b>	2019/2022	Group 3	2019/2022
<b>Ambrosia Roach</b>	2019/2022	Group 3	2019/2022
<b>Dustin Nix</b>	2019/2022	Group 4-7	2019/2022
<b>Sydney Custer</b>	2019/2022	Group 4-7	2019/2022
<b>Emily Newsome</b>	2019/2022	Group 3	2019/2022

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### **Section 3.02            General Elections**

Nominations for vacant positions on the Council will be made annually during April followed with elections in May 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 Staff employees in their established Representative group. Nominations will occur in April. Winners of an election will be determined by candidates receiving the most votes within their representative group and have agreed and accepted to serve. If the winning Representative declines, the next Staff with the most votes will be invited to serve.

If there is only one nominee from a representative group, the vote will carry automatically without the necessity of distributing and collecting ballots. The election schedule may be modified on an as-needed basis if approved by a two-thirds vote of the full-voting Council

### **Section 3.03            Term of Office**

The Council will be elected to a three-year term. There are no term limits for the Council Representatives. They begin their membership to council in the month of June.

The President will be required to stay on the council for one-year following their term. If the outgoing President 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 3.04            Vacancies**

Vacancies of Representatives for unexpired terms may be made by eligible Staff in their established representative group. If an outgoing Representative leaves the Council before his or her term expires then the Council will contact all eligible Staff within the exiting Representative's representative group to determine who is willing to serve on the Council as a Representative. Once willingness to serve is determined, there will be a Staff-wide vote to elect the new Representative.

Winners of an election will be determined by candidates receiving the most votes within their representative group and have agreed and accepted to serve. If the winning representative declines, the next Staff with the most votes will be invited to serve the remainder of the vacated position.



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### **Section 3.05            Quorum**

A quorum will consist of at least sixty percent of the Representatives of the Council. No action will be taken by the Council unless a quorum is present.

## **Article IV.    Council Officers**

### **Section 4.01            Duties**

Officers of the Council will consist of a President, Vice President, Treasurer, and Secretary.

The Council President 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 President will serve on the Strategic Planning and Budget Board. The President will not be a voting member unless required to break a tie of the Council.

The Vice-President will assume the responsibility of the Council President when the Council President is absent or otherwise unable to perform Council duties, and will assist the Council President as required. The Vice-President is responsible for fundraising events during the year.

The Treasurer will maintain an account of all monies received and expended, make disbursements as authorized by the Council, and prepare monthly financial statements, and an annual report of financial transactions on a fiscal year basis.

The Secretary will maintain accurate records of attendance; keep minutes of all business conducted by the Council; prepare meeting agendas one week prior to Council Meeting; maintain webpage on university website; and coordinate, prepare, and distribute required reports and correspondence for the Council. Minutes should be distributed to Council Representatives 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 4.02            Election of Officers**

Officers of the Council will be nominated annually in June and elected by the new Council membership in July, based on eligible Staff receiving the largest number of votes. The newly elected officers will begin in September.

Only Council representatives with at least one year of membership experience are eligible to serve as President. This rule and the election schedule may be modified on an as-needed basis if approved by a two-thirds vote of the full-voting Council.



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**Section 4.03            Terms of Office**

Officers will be elected annually to one-year terms, with the exception of the President who will serve a two-year term (term-limit will be extended if necessary). New officers will begin their terms in September. This rule may, however, be waived by a two-thirds vote of the full-voting Council.

**Subsection 4.03.1        Service**

A Council member may be removed from office if the member fails to maintain 75% attendance at all scheduled monthly meetings, active participation at events, and active participation in one standing committee.

**Subsection 4.03.2        Proxy**

In the event that a University Police Department Officer is elected to the Council, the Executive Administrator for the department may serve as proxy during times of non-attendance due to a shift conflict.

**Section 4.04            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 III, Section 3.01.1. Vacancies of Council Representatives for unexpired terms may be made by eligible Staff in their established representative group. If an outgoing Council member leaves the Council before his or her term expires then the Council will contact all eligible Staff within the exiting EEO class to determine who is willing to serve on the Council as a member. Once willingness to serve is determined, there will be a Staff-wide vote to elect the new member.

Winners of an election will be determined by candidates receiving the most votes within their EEO class and have agreed and accepted to serve. If the winning Staff member declines, the next Staff member with the most votes will be invited to serve the remainder of the vacated position.

**Article V.        Committees**

**Section 5.01            Service**

All Council Representatives must serve on a single standing committee and actively participate in meetings, events, and discussions.

**Section 5.02            Standing Committees**

Standing Committees are those established by the Executive Committee for a specified purpose and indefinite span of time, with size and composition to be determined under the guidance of

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the Executive Committee. The Chairperson(s) of said committees shall be chosen by the Representatives and report to the Executive Committee. If the Representatives are unable or unwilling to select a Committee Chairperson, the Chairperson of the Council may appoint one. The term of service shall be one year but may serve consecutive terms.

Standing Committees should meet at the discretion of the Committee Chairperson. They will submit minutes from each meeting to the Secretary of the Council at least one week prior to the monthly Council meeting. Final drafts of committee proposals require Council approval. Each standing committee will, upon request, act as a resource to the other standing committees or Council.

Meetings will be held as needed with Committee Representatives expected to attend all meetings. A simple majority of the Standing Committee membership shall constitute a quorum with a majority consisting of one-half of the voting membership plus one. The committee will submit a final report including recommendations regarding the issue(s) at the time of the established deadline.

### **Subsection 5.02.1 Executive Committee**

The Executive Committee shall ensure overall Council group cohesiveness and the validity and attainment of collective group goals. The membership shall consist of the elected officers. This committee shall ensure active member participation. The committee shall provide information and recommendations to the President of the University. Executive Committee meetings shall be held at least once a month and/or as necessary to conduct Council business.

The committee shall oversee, develop, recommend and coordinate criteria from Representatives that aid in the evaluation of issues and concerns submitted to the Council.

### **Subsection 5.02.2 Special Events Committee**

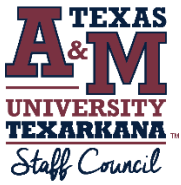
The special events committee shall oversee and coordinate all fundraising and annual events to be determined by the Council and scheduled in August. Additional fundraising and events will be developed by the committee and presented to the Council for approval.

### **Subsection 5.02.3 Training and Education Committee**

The training and education committee shall coordinate activities providing professional development opportunities for Staff.

### **Subsection 5.02.4 Engagement, Recognition, and Awards Committee**

The engagement, recognition, and awards committee shall develop and maintain the



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criteria for employee of the month and employee of the year. This committee will also maintain the monthly submission of annual work anniversary and birthday cards for Staff.

### **Section 5.03      Ad Hoc Committees**

Ad Hoc Committees are those committees established by the Executive Committee or the Chairperson of the Council, and are conceived as having temporary, finite, or exploratory functions. An Executive Officer cannot serve as the chair or co-chair of an ad hoc committee. These committees are charged by the Executive Committee or the Chairperson of the Council. Charges include the purpose, composition, size and the terms of the appointments to the Committee as well as an indication of the date or completed task that determines the dissolution of the Committee.

Meetings will be held as needed with Committee Representatives expected to attend all meetings. A simple majority of the Ad Hoc Committee membership shall constitute a quorum with a majority consisting of one-half of the voting membership plus one. The committee will submit a final report including recommendations regarding the issue(s) at the time of the established deadline.

#### **Subsection 5.03.1      Elections Committee**

The Elections Committee will review eligibility and ensure representation across classification levels and executive reporting levels. They shall announce the call for officer nominations and conduct the election of officers. The committee will create and recommend election procedures to the representative units as well as assist in election processes if needed. The elections committee shall present proposed representation changes to the Council body as a whole preceding each election cycle in order to reflect a council that is representative of the university.

#### **Subsection 5.03.2      Budget Committee**

The Budget Committee shall oversee and promote budget planning in a manner that is consistent with the Council's goals (i.e. representative events, workshops, and incentives, etc.) and Unit Budget Plan for the fiscal year. The committee shall consult with the Vice President for Finance and Administration to determine budgetary priority.





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**Article VI. Meetings**

**Section 6.01 General Staff Meeting Schedule**

The Council will conduct a general representative meeting of all Staff at least once a year at a time and place determined by Representatives of the Council.

**Section 6.02 Staff Council Meeting Schedule and Notification**

The Council will meet once a month at a time and place determined by Representatives of the Council. The secretary will notify Council Representatives 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. Officers will meet as needed prior to monthly Council meeting.

The order of business will include, but need not be limited to, the following items: call to order, determination of Representatives present, disposition of minutes of previous Council meeting, President'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 Representatives 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 6.03 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 Representatives, as well as others designated by the Council membership, will be present.

**Section 6.04 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.





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**Article VII. Parliamentary Authority**

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

**Article VIII. Expenditures**

Any expenditure of Council funds exceeding \$100 shall require approval by a majority vote (defined as more than half of all votes cast) of Council Representatives. Voting may be conducted in person or by email.

**Article IX. Review**

The bylaws will be reviewed by the Council in August at the annual retreat.

**Article X. Amendment to Bylaws**

Amendments to the Bylaws may be initiated in two ways:

1. Through a petition signed by twenty percent of the A&M-Texarkana Staff; or
2. Through action originated by the Council and approved by a majority of Council Representatives.

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 University-Texarkana Council are hereby amended on September 10, 2019 by a majority vote of the council.