

STAFF COUNCIL BYLAWS

I. NAME

The full name of the organization is St. Louis College of Pharmacy Staff Council, hereafter referred to as Staff Council or the council.

II. PURPOSE

The purpose of Staff Council is to communicate the interests and concerns of staff, function in an advisory capacity in the development, review and implementation of Collegewide policies that affect staff, provide a means of communication with the administration, faculty, and students, and create and nurture a spirit of unity among all employees at the College.

III. MEMBERSHIP

A. Representation Units

Staff Council will follow the non-discrimination policy of St. Louis College of Pharmacy. The council will include 10 voting members representing constituency units that correspond to President’s Staff-managed organizational units.

Representation Unit Name	Staff Represented
1. Admissions and Enrollment Services	Admissions Enrollment Services Financial Aid Registrar
2. Advancement	Advancement Alumni Relations Development
3. Athletics	Athletics Fitness and Recreation Intercollegiate Athletics
4. Business Office and the Library	Business Office Library Payroll
5. College Services	College Services Custodial Services Emergency Management Facilities Maintenance Public Safety Parking Services Reception

Representation Unit Name	Staff Represented
6. Information Technology	Academic Technology IT Administrative Systems Network Systems Technical Support
7. Marketing and Communications	Marketing and Communications
8. School of Arts and Sciences	Basic Sciences Liberal Arts Office of Dean of Arts and Sciences
9. School of Pharmacy	ARB Labs Center for Clinical Pharmacology Institutional Effectiveness Office of Dean of Pharmacy Pharmaceutical Administration Sciences Pharmacy Practice
10. Student Affairs/Services, and Diversity and Inclusion	Academic Support Conduct and Community Standards Counseling and Psychological Services Disability Support Diversity and Inclusion Office of International Programs Residential Life Student Affairs Student Development and Engagement Student Success Center Tutoring Services Writing Center

The Office of Human Resources will conduct an annual review of constituency units and make recommendations to the council for approval. Changes to constituency units will be approved by a simple majority vote.

B. Officers

Each year, the council will select two officers from among the ten members – a chair and secretary. The chair will subsequently serve as immediate-past chair.

- *Chair:* The chair will preside over meetings, act as spokesperson for the council providing reports at expanded President’s Staff meetings, schedule and conduct all Staff Council meetings, and serve on College committees as requested by Administration. The chair may appoint current representatives to College committees. The chair will serve one year, unless re-elected.

- *Secretary*: The secretary will serve one year, unless re-elected. The secretary will compose minutes of each meeting, distribute them to staff via email and maintain a record of past minutes.
- *Immediate Past Chair*: Following service as chair, the representative will serve as additional year as immediate past-chair. The immediate past-chair is an ex officio member of the council and will serve in an advisory capacity to ensure continuity, unless the representative must serve the second year of their term.

C. Ex-Officio Members

Staff Council will have two formal non-voting and ex-officio representatives. These members will provide guidance to Staff Council based on the unique roles these individuals serve at St. Louis College of Pharmacy. The purpose of these representatives is to ensure equal voice of staff members while considering multiple perspectives and to serve as an additional communication pathway for staff members to reach Staff Council with concerns, opinions, and suggestions. Ex-officio representatives will be invited to all regular Staff Council meetings and can serve on sub-committees. In voting matters, ex-officio members will have an opportunity to provide insight and guidance prior to Staff Council members casting votes. Formal ex-officio members include:

- Director, Human Resources
- Vice President, Diversity and Inclusion

Additional non-voting and ex-officio members may include one representative from Faculty Senate, one representative from Student Government Association, one representative of the Office of the President, and immediate past chair of Staff Council. These members may participate in discussions but may not vote on official council business.

D. Conditions of Membership

Staff Council will be composed of voting members who are actively employed and are in “good standing” as a condition of their initial and continuing appointment. Staff members who supervise other staff may not account for more than 50 percent of the council members, and members of President’s Staff are not eligible to serve.

E. Representative Terms

Each person elected as a council member will serve a two-year term. Terms will be alternating such that each year, five new representatives will be elected to the council. Council members will be eligible to serve multiple terms as long as they are elected or appointed to fill vacancies.

Staff Council terms will begin on July 1 and end on June 30 of each year. Should an individual be elected for an officer position during their second year as a council member, their term may be extended so they may serve as an officer.

F. Representative Responsibilities

Staff Council members will attend council meetings and open staff meetings and represent the views of the constituency by which they were elected. Members will notify the secretary in

advance of meetings if they are unable to attend. Members will have no more than three unexcused absences per term.

Members will have a working knowledge of the Staff Council Bylaws, Strategic Plan, Principles of Shared Governance and other relevant foundational material.

Members will proactively communicate with and solicit input and feedback from members of their constituency groups and proactively communicate.

Members who fail to perform the duties required by their elected position or do not meet attendance standards may be removed from the council by a majority vote.

III. ELECTIONS

A. Representative Elections

Staff Council elections will be administered by the Office of Human Resources and will be held each year for representatives whose terms are expiring.

Within each representation unit, a call for nominations will be issued each year by April 15. Staff members within the unit will be given at least 10 business days to express interest to Staff Council, which will receive the nominations. At the end of the nomination period, Human Resources will issue a voting ballot including the names of all nominees. The nominee with the greatest number of votes will serve as the representative of the unit.

If only one staff member expresses interest, a ballot will be issued to accept or reject the nominee. If no staff members express interest, a ballot listing all staff members in the unit will be issued. The member with the largest number of votes will be elected. In the event of a tie, those individuals receiving the same number of votes will be included on a second ballot.

B. Transfer of Responsibilities

Each outgoing member will meet with the incoming representative of their unit to transfer any necessary notes, documents or information. All new members will be invited to attend the final Staff Council meeting of the year prior to assuming their positions on July 1.

C. Vacancies

Vacancies may occur when a representative's employment at the College is terminated or a representative changes positions and transfers from one unit of representation to another. Vacancies will be filled by appointment of the chair. When a vacancy is filled, the expiration of the term remains the same as the representative being replaced.

IV. COMMITTEES

A. Ad Hoc Committees

The council will create committees as needed. Committees will be led by a member of Staff Council, but may include staff members at-large in addition to council members. Committees will report and make recommendations to the council and where official business and voting will be conducted.

B. College Committees

The Staff Council chair will appoint a member of the council to represent staff on College committees at the request of Administration, taking into account the expertise of the member and their area of representation.

V. MEETINGS

A. Staff Council Meetings

Staff Council will hold regular meetings, at least four times per year. Agenda items should be submitted to the secretary to be placed on the agenda. Staff Council meetings will include voting and ex officio members, and other faculty and staff will be invited to attend and participate in specific discussion topics as needed. All attendees may participate in discussion, but only voting members of the council may make motions or vote on measures.

Minutes recorded by the secretary will be sent to all voting and ex officio members of the council following each meeting as well as saved to Staff Council common records locations.

B. Staff Meetings

In order to communicate with all staff members at the College, Staff Council will hold open Staff Meetings at least four times per year. These meetings will be used to deliver information to staff and collect feedback on important issues. The chair will prep the agenda and invite faculty, staff and members of the Administration to speak on specific issues as needed.

C. Special Meetings

The Staff Council chair may call special meetings of the council as necessary or at the request of at least three council members.

VI. QUORUM

A quorum is required to have an official Staff Council meeting and conduct business. Quorum will be set at one-half of the voting members of the council. Fulfillment of quorum is determined by the secretary before official business takes place. Ex officio members may not be counted toward establishing a quorum.

VII. AMMENDMENTS

These bylaws may be amended at meetings of the Staff Council by a two-thirds vote of those present, provided that the amendment has been introduced to the Council at the previous regular meeting and a quorum exists.