



32.99.99.D0.01 Staff Council

Approved: February 28, 2013

Revised: April 14, 2015

Next Scheduled Review: April 14, 2018

Procedure Statement

The Staff Council shall represent the staff of Texas A&M University-Central Texas in all matters of general interest to staff employees including matters raised by Council Representatives, Council Committees, and by the President of the University, and through petition, by any full-time and any part-time staff employee.

Reason for Procedure

This standard administrative procedure serves to establish a Staff Council at A&M–Central Texas in support of employee relations and communication between non-faculty employees and administration.

Procedures and Responsibilities

1. GENERAL

The Staff Council at A&M-Central Texas is an elected body of staff members. As an advising and recommending body, the Staff Council reports to the President or the President's designee. The Staff Council is the staff's body for university-wide participation in the governance of the institution.

2. CONSTITUTION AND BY-LAWS

The Staff Council at A&M-Central Texas shall function in accordance with its approved constitution and by-laws.

3. ELIGIBILITY

3.1 To be elected, a staff member must have a minimum of 12 months full-time continuous employment immediately preceding the election, below the level of assistant vice president or equivalent.

3.1.1 The employment criterion may be waived by a two-thirds vote of the Council for a period of two years after designation of a new category as described in A&M-Central Texas Staff Council Constitution Article III, Section 1.

3.2 An individual may not serve more than two successive full terms of office. An employee who has scheduled/announced retirement before his/her term will have been completed will not be considered eligible for membership.

3.3 Each represented category as defined in the Constitution shall elect one representative for every 5 employees (excluding academic department heads) to serve as representatives. The number of representatives for each category shall be rounded to the nearest whole number.

4. TERMS OF OFFICE

4.1 Elected members of the Council shall hold office for two calendar years with the following exceptions:

- (a) If a representative assumes duties in a position in the university which terminates employment within the category he/she is elected to represent, the representative may continue to serve until the next general election in July and must be completed by August 15.
- (b) When a representative submits his/her resignation from the university.
- (c) When a representative begins a leave of absence of more than two months.
- (d) When a representative submits to the President of the Council his/her resignation from the Council.
- (e) When a representative's employment is terminated.
- (f) If elected to the office of Vice President Elect of the Council, a representative's service on the Council may exceed beyond two years if needed to fulfill his/her duties as Past President.

4.2 Any representative whose absence causes a represented category to be underrepresented for three regular or special called meetings of the Council during the year shall automatically be removed. A representative who is absent for three council meetings but has provided representation for his/her category shall not be removed, but will be contacted by the council president to ascertain the problem.

5. RESPONSIBILITIES AND OBJECTIVES

The Council shall:

- (a) Develop and maintain communication channels with staff members, faculty, the student body, and university administration.
- (b) Recommend staff members to serve on university committees. Such members will be appointed by the university president.
- (c) Prepare and submit to the university president an annual summary of all activities and reports. In addition, the Council shall prepare and submit to the university president proposals and position papers on staff concerns as determined by a majority of the Council or upon request of the university president.
- (d) Provide a forum for members to discuss common problems and concerns and/or to share information.

- (e) Formulate, monitor and review recommendations on professional development programs that affect members of the university staff.
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Contact Office

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