

## UM INTERCAMPUS STAFF ADVISORY COUNCIL BYLAWS

The UM Intercampus Staff Advisory Council (UM-ISAC) was formed by the President in January 2000 to advise the President on matters of mutual interest and to serve as an information and liaison medium for employees and administrative offices on such matters as may be referred to the Council, as the Council initiates, or as UM employees may request.

### I. MEMBERSHIP

#### A. UM-ISAC shall consist of twenty members, comprised of:

1. Three members. Each Council to determine membership composition. UM-System Staff Advisory Council or their designated delegate:
2. Three members. Each Council to determine membership composition. UM-Columbia Staff Advisory Council or their designated delegate:
3. Three members. Each Council to determine membership composition. UM-Kansas City Staff Council or their designated delegate:
4. Three members. Each Council to determine membership composition. Missouri S&T Staff Council or their designated delegate:
5. Three members. Each Council to determine membership composition. UM-St. Louis Staff Association or their designated delegate:
6. Three members. Each Council to determine membership composition. of the University of Missouri Health Care Staff Council or their designated delegate:
7. UM System Vice President (assigned by UM System President) [non-voting].
8. Previous year's ISAC Chair (Optional, non-voting, advisory role - one year only).

#### B. Meeting Delegates

1. UM-ISAC members that are unable to attend a scheduled meeting may designate a delegate by submitting the name in writing, or by phone call to the UM-ISAC chair prior to the meeting. Only an ISAC representative from the respective campus shall designate a delegate. This designee has all rights and privileges of the respective delegate.

#### C. Terms of Membership

1. Membership shall be based upon the office holder who is in office as of September 1<sup>st</sup> of each calendar year for two of the councils' representation, regardless of the election date or term of service for the respective council, assembly, or association.
2. At least one of the three representatives must serve a three-year term, regardless of the membership terms of their individual Councils. The length of membership for the other ISAC representatives remains the decision of each individual Council, as long as not all three members rotate membership the same years.
3. ISAC members are to keep continuous communication with their respective Councils even if their home Council membership has expired.
4. Councils will work with ISAC Executive Committee to develop a rotation schedule.

### II. EXECUTIVE OFFICERS AND DUTIES

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- A. UM-ISAC officers consist of a Chairperson, Vice-Chair, and Secretary/Treasurer.
- B. Terms of Office
  - 1. The Chairperson, Vice-Chair, and Secretary/Treasurer shall be elected by the Council members for a term of one year. Election to an office will be by secret ballot if two or more candidates are nominated for the office. The Chair, Vice-Chair, and Secretary/Treasurer may be reelected on an annual basis so long as they continue to hold qualifying offices.
- C. Chairperson Duties
  - 1. President resides at all UM-ISAC meetings.
  - 2. Ensures that all necessary preparations are made (room, drinks, food, speakers, etc.) for the meeting.
  - 3. Prepares an agenda for each regular and any special UM-ISAC meetings.
  - 4. Appoints necessary Standing Committee Chairperson(s).
  - 5. Serves as spokesperson for the Council.
  - 6. Notifies the Council and the President/Vice President of a Council vacancy.
- D. Vice-Chair Duties
  - 1. Conduct ISAC meeting in the Chair's absence
  - 2. Represent ISAC at official University meetings and functions at the Chair's request.
  - 3. Provide support to the Chair as needed.
- E. Secretary/Treasurer Duties
  - 1. Prepared and distributes the minutes of UM-ISAC meetings along with any other communications as appropriate.
  - 2. Oversees the collection, maintenance and availability of reports for the Council.
  - 3. Maintains an official Council membership list of past and present members. Distributes copies of the UM-ISAC Bylaws to all Council.
  - 4. Develops, implements, and maintains standards and procedures for tracking, storing, and disposing of prior years' Council documents including: agendas, minutes, Treasurer's reports, committee reports and any other documents and materials deemed relevant to this purpose by the Secretary.
  - 5. Distributes to other Council members a list of the standards developed and maintained in accordance with Section II (E) 4.
  - 6. Ensures that all covered materials, databases, and lists are, in fact transferred to the incoming Secretary/Treasurer's care in accordance with the policies set out in Section II (E) 4, when the outgoing Secretary's term ends.
  - 7. Maintains the official, permanent files for the Council.
  - 8. Maintains records of all financial expenses and revenues with regard to UM-ISAC expense account, reconciles the UM-ISAC expense account monthly and prepares a monthly Treasurer's report as needed.

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### III. WORKING GROUPS

- A. UM-ISAC accomplishes its purposes using working groups, which will be formed as necessary.
  - 1. Working Groups (WGs) are formed and terminated upon the determination of UM-ISAC to consider ongoing matters of concern to employees. Each Working Group will include one or more Council member(s) who will facilitate the formation of the Working Group. Each Working Group will elect its own Chairperson.
- B. Working Group Guidelines
  - 1. UM-ISAC members normally chair only one working group at a time.
  - 2. All recommendations, proposals and final reports of the Committee will be submitted in writing to UM-ISAC. The recommendations, proposals, and reports will then be presented to the UM System Liaison for distribution with the administration as appropriate.

### IV. MEETINGS

- A. UM-ISAC shall meet monthly. Special meetings will be called as required.
- B. UM-ISAC meetings will be open unless otherwise specified.
- C. A quorum shall consist of at least 51% of voting members, with at least one representative from each Council participating.
- D. Committees shall schedule meetings to fit the requirement and needs of the specific committee.
- E. In voting on motions and issues brought before the Council, a member may request a roll call vote be taken and the results be recorded. Votes may be conducted at meetings or, at the discretion of the Chair, informally by e-mail or other tall outside of meetings. Electronic or other voting methods shall meet quorum requirements as defined in Article IV, Section C.
- F. Should a closed meeting be necessary, the meeting will be called by the Chairperson of UM-ISAC.

### V. AMENDMENTS

- A. Amendments or changes to these Guidelines shall be made by a two-thirds vote of the UM-ISAC membership, provided written notice of the proposed amendment(s) is given to all members of UM-ISAC at least ten calendar days prior to the meeting.

### VI. EXPECTATIONS

- A. Members or their designated delegate per Section I (A) 1-5 of UM-ISAC are expected to attend all meetings of the Council

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- B. Members of UM-ISAC are expected to complete responsibilities assigned.
- C. Members of UM-ISAC who violate these expectations will have his/her membership subject for review by the Council.

### VII. VACANCIES

- A. In the event of a permanent vacancy caused by the resignation of a member from the originating council, a successor member shall be appointed by the originating council/association to serve the remainder of the term.
- B. Office Vacancies
  - 1. In the event the UM-ISAC Executive Officer must resign or take a University leave of absence, the Council shall elect an Interim Executive officer to assume those duties for the duration of the leave or the remainder of the term.

### VIII. ELECTIONS

- A. Elections for Executive Officers will be held annually in September **and** will be conducted via verbal or secret balloting. The following procedures will be used:
  - 1. Council members may nominate themselves or someone else. A second is required. Nominees must accept to be considered.
  - 2. In the case of two or more nominations for the same office, voting will be done electronically via email. Votes will be tallied by **two volunteers who are non-nominated ISAC voting members**.
  - 3. In the case of a tie, a runoff vote will be performed.