



STAFF ADVISORY COUNCIL BY-LAWS

Approved June 13, 2023

PREAMBLE

The Staff Advisory Council consists of staff members of the University of Nebraska at Omaha and staff of other University of Nebraska divisions working primarily towards the mission of the University of Nebraska at Omaha campus (Article III, Section 6).

MISSION

The mission of the Staff Advisory Council is to facilitate communication between administration and all staff; advocate on behalf of staff; and function at the staff branch of the shared governance system of UNO.

ARTICLE I. NAME

The name of this organization will be the Staff Advisory Council (hereafter referred to as SAC or the Council) of the University of Nebraska at Omaha (hereafter referred to as UNO or the University).

ARTICLE II. PURPOSE AND FUNCTION

- Section 2.01** SAC was established in March 1973 to promote and facilitate communications between the managerial/professional and the office/service employees (herein known as "Staff") of UNO and the Chancellor.
- Section 2.02** SAC will study policies, procedures, and other issues of concern to staff and make recommendations to the Chancellor.
- Section 2.03** SAC will encourage all staff to consult with members of the Council regarding policies, procedures, and other issues of concern.
- Section 2.04** SAC will inform, engage, and advocate on behalf of all university staff. The Council will hold a strategic planning session to better align the current council's desires and goals with the overall plans of the Council and committees.

ARTICLE III. ORGANIZATION AND MEMBERSHIP

- Section 3.01** SAC will be composed of up to 40 members (Section 3.06), representing UNO's diverse managerial/professional and office/service staff. SAC will strive to maintain representative distribution of council members, approximating the ratios of managerial/professional and office/service staff and their organizational units. SAC

will work to maintain a council reflective of the diverse UNO community. To facilitate communication and streamline decision-making, an appointed representative of the Chancellor serves as a non-voting, ex-officio member of SAC. The Past-President is also included as an ex-officio member.

Section 3.02 Elected members are recommended by SAC to the Chancellor.

Section 3.03 Elected members will serve three continuous years (hereafter referred to as a term). A member may run for re-election at the end of their first term. If re-elected, the member would not be eligible to run for a third consecutive term and must wait at least one year after the second term to be eligible for nomination again. If a member serves because of an appointment to a vacant seat, the member would be eligible for nomination at the end of that term. At the end of the second term, the member would be required to wait at least one year before being eligible to run again.

Section 3.04 The SAC President-Elect and Vice President will monitor changes in the composition of managerial/professional and office/service staff and recommend membership adjustments to SAC.

Section 3.05 The SAC calendar year runs from June 1 through May 31.

Section 3.06 To be eligible for membership, an employee must:

A. Be under the administrative jurisdiction of UNO.

OR

B. Be a University of Nebraska staff person from UNL, UNK, UNCA, UNMC, UNO Alumni Association, or the University of Nebraska Foundation whose workload consists of fifty percent or more conducted on the UNO campus.

AND

C. Be a regular full-time or regular part-time, managerial/professional or office/service staff member.

AND

D. Have successfully completed the new employee probationary period (180 days).

AND

E. Be in good standing at UNO or designated campus if external staff.

Section 3.07 The SAC mailing address is:

UNO Staff Advisory Council
The University of Nebraska at Omaha
P.O. Box 30
Omaha, NE 68182

- Section 3.08** The SAC website is: <http://www.unomaha.edu/sac>. The SAC email address is unosac@unomaha.edu.
- Section 3.09** Within one calendar month of joining SAC, new members will submit documentation to the President affirming they have read and agree to follow the standing SAC Constitution/By-Laws in their entirety.
- Section 3.10** Staff who are not eligible for membership are represented by the Council and are encouraged to offer input, attend meetings, and seek SAC assistance with work-related concerns.

Article IV. OFFICERS

- Section 4.01** The executive officers of SAC are President, President-Elect, Vice President, Past-President, Director of Operations, Director of SAC Communications, and Director of Finance. These officers serve on the Executive Committee (EC).
- Section 4.02** In addition to the duties listed below, each officer is responsible for training the next person elected to their position. If at any time, a SAC officer is not performing their duties as assigned, SAC EC retains the right to remove them from their officer position and replace them. The duties of the officers are as follows:

A. PAST-PRESIDENT

1. Serves as a consultant to the President and to perform such duties as assigned by the President.
2. Serves as a liaison to SAC Strategic Planning and Culture Committee.
3. Serves as an Ex-Officio member of the Executive Committee.
 - a. As a non-voting ex-officio member, the Past-President shall be permitted to attend closed session Executive Committee meetings.
 - b. Ex-officio members are not counted to establish a quorum.
4. Participates in public meetings and hearings of SAC, serves on committees, and participates in all discussions regarding any matter which may come before SAC in public session.

B. PRESIDENT

1. Chairs the Executive Committee. Presides at meetings of the Council.
2. Determines internal SAC committee appointments and, when requested, submits SAC recommendations for University committee appointments.
3. Prepares an annual report of SAC activities (Section 7.04). This includes

reviewing and sending the finalized report for the SAC Professional Development Fund (Section 6.02).

4. Meets with the Chancellor to make recommendations and present matters of concern and interest as the representative of SAC and staff.
5. Attends the NU Board of Regents Constituency meetings, and attends the NU Board of Regents meetings, as needed, and reports back to Council with relevant information.
6. Serves on and attends: UNO Alumni Association Board of Director's meetings (ex-officio); UNO Leadership Committee; University of Nebraska Staff Advisory Board; Recognition and Awards Banquet Committee; Incident Command Team.
7. Solicits nominations and conducts the election of SAC executive officers at the last meeting of the SAC year in May. (Section 3.05).
8. Serves on University committees and meets with university stakeholders on a regular basis. President may delegate their representation on these committees to other SAC members.
9. Attends monthly meetings with: President of Faculty Senate and Student Government to discuss plans of action on shared goals; Human Resources to discuss any concerns of staff; Academic Advising Council to discuss shared goals and concerns of staff.
10. Trains President-Elect and makes necessary introductions to help them prepare for presidency.

C. PRESIDENT-ELECT

1. Serves on the Executive Committee.
2. Serves on various University committees as delegated by the SAC President.
3. Reviews and formalizes resolutions for vote at SAC meetings.
4. Carries out the annual election of new members with Vice President.
5. Reviews and monitors staff eligibility and representative composition.
6. Acts as the parliamentarian if Vice President is acting as chair.

D. VICE PRESIDENT

1. Serves on the Executive Committee.
2. Reviews the Constitution/By-Laws for possible changes and acts as parliamentarian at all official SAC meetings.

3. Meets with the Chancellor in the absence of the President to make recommendations and present matters of concern and interest as the representative of SAC and staff.
4. Serves on the Events Committee.
5. Serves as the de facto designee for the President's responsibilities in the President's absence.
6. Serves on various University committees as delegated by SAC.
7. Carries out the annual election of new members with the President-Elect.
8. Reviews and monitors staff eligibility and representative composition.
9. Leading liaison on resolutions for action at SAC meetings in partnership with the Strategic Planning & Culture Committee.

E. DIRECTOR OF OPERATIONS

1. Serves on the Executive Committee.
2. Serves on the SAC Community Engagement Committee.
3. Works with Director of SAC Communications to accomplish all communication responsibilities.
4. Provides accurate minutes of each SAC general and Executive Committee meetings on a timely basis.
5. Schedules physical or virtual space and prepares for monthly SAC general and executive committee meetings.
6. Distributes SAC meeting notices on a timely basis.
7. Distributes agendas for all monthly SAC general and Executive Committee meetings.
8. Maintains all records of the Council on SAC digital storage.
9. Improves visibility of the Council (e.g., through newsletters, welcome letters, websites, and other publicity) in concert with Director of SAC Communications.
10. Maintains a list of SAC committee members.

F. DIRECTOR OF SAC COMMUNICATIONS

1. Serves on the Executive Committee.
2. Works with SAC Director of Operations to accomplish all communication

responsibilities.

3. Serves as alternate minute-taker when SAC Director of Operations is unable to attend meetings.
4. Serves on the SAC DEAI committee.
5. Direct liaison to the Office of Strategic Marketing and Communications.
6. Works with each committee chair on communications related to their committee activities.
7. Works with SAC President to formulate new strategies for staff communication.
8. Improves visibility of the Council through newsletters, welcome letters, websites (including updates), and other public communication.

G. DIRECTOR OF SAC FINANCE

1. Serves on the Executive Committee.
2. Responsible for all financial arrangements for SAC.
3. Works with each committee chair to process costs for relevant SAC activities.
4. Serves on the Professional Development Committee.
5. Responsible for managing the SAC Professional Development Fund.
 - a. This includes ensuring timely payment of all expenses approved by the fund, tracking, and reporting available funding levels to ensure appropriate award decisions.
 - b. Sends a final expense report of the fund yearly to the SAC President and Professional Development Committee Chair to include in annual report.
6. Responsible for collecting budgets from SAC committees and producing a final budget report for SAC each year.
7. Tracks SAC spending and provides an updated budget at each Executive and General SAC meeting.

Section 4.03

The election and terms of the officers are as follows:

- A. The terms of office shall run from June 1 through June 30 of the following year (13 months), which includes a one-month overlap for training. The incoming President (former President-Elect) takes office and presides at the first meeting of the SAC year.
- B. The executive officers are elected by members of SAC at or prior to the last

meeting of the previous SAC year. The Vice President, Director of Operations, Director of SAC Communications, Director of Finance, and SAC committee chair positions are elected for one-year terms. The SAC member elected as President-Elect serves three consecutive one-year terms: President-Elect, President, Past-President (ex- officio).

1. If no current members accept nomination for an officer position, the position can be opened to incoming members with voting to occur in or prior to the first meeting of the new year.
 2. All nominees for President-Elect must have two years of their SAC term remaining to be eligible for consideration. If no SAC members with two years remaining accept the nomination, nominations will be accepted from the general membership.
- C. The President and President-Elect shall conduct the election of the executive officers for the upcoming academic year. Nominations will be collected in advance but are also accepted from the floor.
- D. A simple majority of votes from voting eligible members present will elect.
- E. The vote is by secret ballot.
- F. The Director of Operations will provide the names of the new SAC Officers to the Office of Strategic Marketing and Communications for publication and distribution.
- G. It is suggested that Members should have served at least one year on the Council before being elected to an officer position.

Section 4.04

Replacement of Officers if a Vacancy Occurs:

- A. An officer vacancy can occur if an elected officer either requests to step down from the Executive Committee, requests to step down from SAC membership, is no longer employed as an eligible staff as per Section 3.06, or is separated from the University.
- B. In the event of a vacancy on the Executive Committee, with the exceptions laid out in Section 4.04 C & D, the SAC membership will vote for a new officer following the procedures laid out in Section 4.03. That officer will complete the remainder of the term in which the vacancy occurred. If they would like to remain in that position the next year, and are eligible to do so, they must run again and be re-elected in the regularly held officer elections the following year.
- C. Exception for the Presidency. If the current President cannot or is no longer willing to complete their current term, procedures will be as follows:
1. If the vacancy occurs from June through February, the Vice President will assume the role of President for the remainder of the term and the membership will elect a new Vice President to complete the current term.
 2. If the vacancy occurs from March through May, the President-Elect will

assume the Presidency early and complete the previous president's term and continue in the role through the end of their planned Presidency year.

- D. Exception for the Past-President. If the Past-President cannot or is no longer willing to complete their current term, procedures will be as follows:
1. If the vacancy occurs June through August, or is known at the time of May elections, the membership may vote to keep a SAC member whose term is expiring or has just expired and has served on the Executive Committee as the ex-officio Past-President role.
 - a. If no eligible member accepts this role, another member may be elected to fulfill the Past-President's duties in the Executive Committee. However, they will maintain voting rights as they are a current (non-ex-officio) member. Preference will be for members in their last year and/or members with Executive Committee experience.
 2. If the vacancy occurs Sept through May, the membership will vote for another member to fulfill the Past-President's duties in Executive Committee. However, the member designated to serve as Past-President will maintain voting rights as they are a current (non-ex-officio) member. Preference will be for members in their last year and/or members with Executive Committee experience.

Section 4.05 If agreed upon by the President, Vice President, and President-Elect, an Executive Committee member can delegate specified duties to another SAC member. This may be useful, for example, in cases where a Chair is delegating a Co-chair to assist in by-law mandated workload.

Article V. ELECTION PROCEDURES

Section 5.01 Eligibility:

- A. Reference Section 3.06 for general membership.
- B. Reference Section 3.01 for representative composition.
- C. Reference Section 3.03 for a waiting period for re-election.

Section 5.02 Nominations:

- A. A list of nominations will be developed annually in March using the criteria listed under Section 5.01, eligibility.
- B. All nominees will be contacted regarding their willingness and ability to serve on SAC.
- C. By April, elected nominees must give a written or verbal agreement to serve.

Section 5.03 Ballots:

- A. Ballots reflecting the nominations shall be disseminated in early April.
- B. Complete ballots must be submitted to the SAC President-Elect and SAC Vice President in late April by the deadline determined by SAC, established by the President-Elect and Vice President.
- C. The President, President-Elect, and Vice President will count and tally the ballots on the first business day after the election deadline.
- D. On the first business day after the ballots are counted, the President of SAC will recommend the newly elected members to the Chancellor for approval.

Section 5.04

Post-Election:

- A. The Chancellor or SAC president will notify the newly elected members and their supervisors of their election to SAC and of their first meeting date. New members will attend the June meeting for cross-training and to receive SAC members committee assignments. Co-chairs for all SAC committees will be elected in committee by the committee membership.
- B. Following the approval of the newly elected members by the Chancellor, the Director of Operations will provide the names of new SAC members to the Office of Strategic Marketing and Communications for publication and distribution.
 - 1. If no current members accept nomination for an officer position, the position can be opened to incoming members with voting to occur in the first meeting of the new year.

Section 5.05

Vacancies:

- A. Should an elected seat on the Council be vacated before August 1, the candidate who received the next highest votes will be offered an appointment.
- B. If the elected seat is vacated after August 1, the vacancy will remain open until the next election term.
- C. The Executive Committee may appoint an individual to finish the vacated term. The individual must be eligible under Section 3.06. The waiting period (Section 3.03) does not apply in this case. The Executive Committee should consider issues of fair and equitable staff representation, experience, and needed skills when making these recommendations. All appointments must be approved by SAC and the Chancellor.

Article VI. COMMITTEES

Section 6.01

Standing Committees are comprised of SAC members appointed annually. Committee meetings are limited to committee members and their respective Executive Committee liaisons unless other SAC members or individuals are invited. In addition to the duties listed in Section 2, each committee is responsible for producing a budget proposal to be approved by the SAC membership for all activities and establishing annual goals to be approved by the Council and submitted

to the Strategic Planning Committee.

- A. Executive Committee
- B. Events Committee
- C. Strategic Planning and Culture Committee
- D. Professional Development Committee
- E. Community Engagement Committee
- F. Diversity, Equity, Access, and Inclusion Committee

Section 6.02

Duties of Each Committee:

- A. The Executive Committee is comprised of the seven officers of SAC and all five SAC committee chairs. The Executive Committee shall conduct the business of the Council between meetings. At least half of SAC Executive Committee shall constitute a quorum and meetings shall be run following the same policies as general SAC meetings (see Articles VIII, IX, and X). The Executive Committee:
 - 1. Reviews all other committee activities and reports. Plans agendas for all Council meetings.
 - 2. Makes recommendations to the Council.
 - 3. Directs the agenda for strategic plans, goals, and objectives.
 - 4. Drafts proposed resolutions not originating from a committee.
 - 5. Reviews and approves proposed budgets from each SAC committee before sending to the general meeting for approval.
 - 6. Empowered to make decisions in the name of the SAC when immediacy demands such action and SAC is unable to assemble to consider the issue. All decisions taken under these grants of authority must be presented to SAC at its next regular meeting and a motion of approval voted upon.
 - 7. May vote to appoint or remove additional ex-officio, non-voting members.
 - 8. May approve expenses up to \$1,000 without full membership vote.
- B. Events Committee is chaired by a SAC member who is elected to the role; co-chair to be elected from committee membership in June. The Events Committee:
 - 1. Organizes and promotes SAC events on campus, including involvement with other internal university activities. This includes but is not limited to:
 - a. Fall faculty and staff event

- b. Spring staff appreciation event
 - c. Annual professional development event(s) with the support of the Professional Development Committee
- 2. Coordinates with the SAC Director of Operations and Director of Communications on notification and promotion of events through campus media.
- C. Strategic Planning and Culture Committee is chaired by a SAC member who is elected to the role; co-chair to be elected from committee membership in June. The Strategic Planning and Culture Committee:
 - 1. Serves on staff-focused NU system or HR taskforce committees.
 - 2. Conducts staff climate survey on a three-year recurring basis. Distributes climate survey report to all SAC members. Incorporates climate survey into annual SAC strategic planning.
 - 3. Leads SAC initiatives on culture and climate.
 - 4. Takes the lead on SAC strategic planning in generating ideas and feedback from SAC for the annual strategic plan.
 - 5. Develops SAC strategic plan on an annual basis to present to SAC in July for approval in August.
 - 6. Supports the SAC President in developing the SAC annual report presented to the Chancellor at the end of the current SAC year.
- D. Professional Development Committee is chaired by a SAC member who is elected to the role; co-chair to be elected from committee membership in June. The Professional Development Committee:
 - 1. Manages the UNO SAC Professional Development Fund. This includes promoting the fund, receiving, and reviewing applications, making awards, and writing an annual report of outcomes and expenditures to be submitted to the SAC President.
 - 2. Provides input and promotes Human Resources Department efforts regarding staff training and development programs.
 - 3. Establishes an Award subcommittee to include members of the Professional Development committee and general membership at large.
 - 4. Coordinates SAC involvement in Employee of the Month recognition with HR.
 - 5. Focuses on both internal SAC recognition as well as staff-wide initiatives working with Director of SAC Communications.
- E. Community Engagement Committee is chaired by a SAC member who is elected

to the role; co-chair to be elected from committee membership in June. The Community Engagement Committee:

1. Coordinates SAC volunteer involvement in activities involving the UNO campus and UNO community engagement.
 2. Coordinates and leads two service events each year that promote or enhance the mission of UNO community partners.
 3. Tracks and reports campus and community engagement of SAC members
- F. Diversity, Equity, Access, and Inclusion Committee is chaired by a SAC member who is elected to the role: co-chair to be elected from committee membership in June. The Diversity, Equity, Access, and Inclusion Committee works to streamline diversity efforts across all SAC standing committees.
1. Ensuring that SAC follows the definitions of the University DEAI council.
 2. Focus on representation, advocacy, educating and equitable access at UNO. Make recommendations as needed to UNO Human Resources, DEAI office, and other relevant departments.
 3. Make recommendations as needed to SAC committees to ensure DEAI standards are being upheld.
 4. Collaborate with committees and relevant UNO departments as needed on important initiatives (SAC survey, culture, professional development opportunities, events, etc.)
 5. Submit annual report to SAC President, SAC committees, and publish on SAC website. Report provides accomplishments, areas of opportunities, and recommendations.
- G. Ad Hoc Committees and task forces will be formed when necessary and Chairs will be appointed by the President. Once established, the President-Elect will oversee the adhoc committee. All UNO staff are eligible to serve on these committees.

Article VII. REPORTS & RESOLUTIONS

Section 7.01 Formal reports and resolutions to be presented to the Council for consideration should be typed and submitted to the President-Elect prior to the monthly planning meeting of the Executive Committee. Formal reports will be available to all SAC members. Informal reports and updates do not need to be submitted in writing and will be recorded in the meeting minutes.

Section 7.02 Each officer and committee chair should maintain notes containing current operating procedures, committee reports, meeting notes and other pertinent information. This should be stored in UNO SAC digital storage to be accessible by the next officer and committee chair to document past activities and maintain continuity.

Section 7.03 All committee chairpersons should prepare a year-end report documenting activities and accomplishments. This should be filed with the President by the end of May.

Section 7.04 The President prepares an annual report of SAC activities and accomplishments to be presented at the June Council meeting for approval. The approved report is submitted to the Chancellor at the conclusion of the SAC calendar year (Section 3.05).

Article VIII. MEETINGS

Section 8.01 SAC meetings are to be held monthly with additional meetings called as deemed necessary by the President. All UNO employees are encouraged to attend. The President can cancel a monthly meeting if deemed prudent. The President or chair of any committee may move meetings to an electronic format if situations warrant.

Section 8.02 All members of the Council should report their absence from a meeting to the President and the Director of Operations. The Executive Committee will evaluate the circumstances and determine whether an absence is excused. Two unexcused absences will prompt the President to reach out to the member to discuss their involvement. Continued unexcused absences after that discussion may cause the Executive Committee to request the member's resignation.

A. An excused absence is defined as including but not limited to:

1. Campus/Office Obligation or Emergency
2. Approved FMLA/Sick Leave
3. Approved Vacation Leave
4. Approved Funeral Leave
5. Approved Administrative Leave

Section 8.03 The SAC Executive Committee meetings are held monthly with additional meetings called as necessary by the President. The President can cancel a monthly meeting if deemed prudent.

Section 8.04 SAC committees meet as necessary to carry out their responsibilities.

Section 8.05 Ingoing and outgoing officers will be required to meet within 2 weeks following the June meeting for the purpose of training.

Section 8.06 Agendas for each meeting will be set no later than one week prior to the meeting to allow for distribution of relevant materials to SAC members. Any SAC member, UNO staff member, or relevant campus stakeholder can request to add items to the agenda. Proposed agenda items will be approved by the SAC Executive Committee. The Executive Committee or President are empowered to add agenda items if a time-pressing issue emerges in the week before meeting. If this is done, an updated agenda with relevant information will be sent to SAC as soon as possible.

Article IX. VOTING & QUORUM

Section 9.01 Voting & Quorum during Meetings:

- A. A simple majority of the current voting members will constitute a quorum for any SAC general or committee meetings.
- B. The primary method of voting for any motions before the group, or a committee, shall be through immediate voting during a meeting. Such votes will be taken by a method determined by the chair and administered following proper parliamentary procedure. If an electronic system is used, all members will have access to a non-electronic secret ballot, upon request to the President. All results will be posted in the meeting minutes.

Section 9.02 Voting & Quorum between Meetings:

- A. If a pressing matter occurs between meetings or when a committee/the Council cannot meet, a vote may be taken electronically asynchronously.
- B. In such votes, a quorum will be established if at least half of eligible members to vote on the motion have submitted a vote at the end of the open timeframe.
- C. Asynchronous electronic voting will be done via an approved UNO system (eg: Zoom, Google Forms & Qualtrics). The chair/President calling the vote will set a specified time limit for members to respond. Members will need to state their name to ensure voting validity. Only the chair/President calling the vote will have access to the individual results. If quorum is reached once voting has ended, the chair/President will anonymize the data, store it in SAC digital storage, and report the results to the group at the following meeting within the agenda.

Article X. PROCEDURE

All official business of the Staff Advisory Council, including general, committee, and Executive meetings, shall be conducted in accordance with these constitution/by-laws and under Roberts Rules of Order (Revised) in all cases not specifically covered herein. The Vice President will serve as parliamentarian in instances where interpretation of these constitution/by-laws and application of Roberts Rules of Order is required.

Article XI. CHANGES TO THE CONSTITUTION/BY-LAWS

Recommended changes to this Constitution/By-Laws will require an affirmative vote of at least two-thirds of all SAC members before submission to the Chancellor for approval. Notice of a proposed change must be filed with the Director of SAC Operations and communicated to SAC members at least seven to ten days prior to the meeting at which the proposed change is to be voted on. For matters of immediate action, a vote of at least three-fourths of all SAC members will be required for approval. This will override the 7-day prior notice period.