



## Staff Advisory Council | Bylaws

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### University of Nebraska at Omaha

Approved April 14, 2025

#### 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.

**Section 2.05** SAC will represent constituents of the UNO staff community, as also indicated in Article III, Section 3.0.

#### ARTICLE III. ORGANIZATION AND MEMBERSHIP

**Section 3.01** SAC will be composed of up to forty 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 will serve three continuous years (hereafter referred to as a term). A member may run for re-election but must wait at least one year between terms.



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**Section 3.04** The SAC Director of Operations 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 authority 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 behalf of 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 be in good standing with UNO HR Employee Relations; excluding employees on active Performance Plans. **AND**
- E. Immediate supervisor provide written support for employees membership on SAC.
  - a. If a nominee is unable to secure support from their supervisor, the nominee can meet with the SAC President or Vice President to discuss options.

**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: <https://www.unomaha.edu/staff-advisory-council/>. The SAC email address is [unosac@unomaha.edu](mailto: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/Bylaws in their entirety. New SAC members will also attend Orientation.

**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



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**Section 4.01** The executive officers of SAC are President, 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. Training should begin following council vote and after the announcement of new officers; but before the new council year begins. Training should span March – May to allow adequate time to facilitate transfer of information. 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. PRESIDENT

- a. The president is the chief representative of the UNO Staff Advisory Council to the campus and system-wide administrators and the Board of Regents.
- b. Chairs the Executive Committee and meets with the Chancellor, or Chancellor's appointed representative, to present matters of concern and interest as the representative of SAC and staff.
- c. Presides at meetings of the Council.
- d. Sets the council year budget to maximize resources and support each committees' goals.
- e. Determines internal SAC committee appointments and, when requested, submits SAC recommendations for University committee appointments.
- f. Prepares an annual report of SAC activities (Section 7.04). This includes summaries from each SAC Committee, review of fiscal year expenses, SAC impact, and accomplished goals. (Section 6.02).
- g. 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.
  - i. Attends NU Board of Regents Constituency meetings hosted by Chancellor;
  - ii. Attend in-person or virtually bi-monthly Board of Regent meetings;
  - iii. UNO Alumni Association Board of Director's meetings (ex-officio);
  - iv. UNO Leadership Committee;
  - v. University of Nebraska Staff Advisory Board;



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- vi. Honors and Awards Committee;
  - vii. Incident Command Team.
  - h. Solicits nominations and conducts the election of SAC executive officers at the last meeting of the SAC year in May. (Section 3.05).
  - i. Attends monthly meetings with:
    - i. Host monthly meetings with Senior Vice Chancellor of Academic Affairs;
    - ii. President of Faculty Senate and Student Government to discuss plans of action on shared goals;
    - iii. Human Resources to discuss any concerns of staff;
    - iv. Academic Advising Council to discuss shared goals and concerns of staff;
    - v. Employee of the Month announcement and celebrations; or may reassign to another Executive Committee member as necessary.
  - j. Engages the Vice President in the above duties as the President sees fit to help prepare them for presidency. Assists in making necessary introductions.
  - k. Reviews Bylaws for changes and submits to Executive Committee, campus administration and General Council for approval.
- B. VICE PRESIDENT**
- a. Serves on the Executive Committee.
  - b. Reviews the Constitution/Bylaws for changes with President.
  - c. Keeper of current Bylaws to ensure the council is upholding procedure.
  - d. Acts as parliamentarian at all official SAC meetings.
  - e. Reviews and formalizes resolutions for vote.
- C. PAST-PRESIDENT**
- a. Serves as an Non-Voting Ex-Officio member of General Council. This position is not included in the makeup of the council's 40-person membership.
  - b. Serves as an Non-Voting Ex-Officio member of the Executive Committee.
    - i. The Past-President is permitted to attend closed session Executive Committee meetings.
    - ii. Ex-officio members are excluded when establishing quorum.



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- c. Serves as a non-voting consultant to the President and to perform such duties as assigned by the President.
    - i. Including, but not limited to, serving as a liaison on a designated SAC Committee.
  - d. Meets with the Chancellor, or appointed representative, in the absence of the President to make recommendations and present matters of concern and interest as the representative of SAC and staff.
  - e. Serves on at least one SAC Committee of choice.
  - f. Serves as the de facto designee for the President's responsibilities in the President's absence.
  - g. Serves on various University committees as delegated by SAC.
  - h. Organizes and helps officiate the annual election of officer positions and new members.
- D. DIRECTOR OF SAC OPERATIONS**
- a. Serves on the Executive Committee.
  - b. Serves on one SAC Committee of their choosing. But there should be no more than one officer sitting on a committee.
  - c. Supports the Director of SAC Communications to accomplish all communication responsibilities.
  - d. Provides accurate minutes of each SAC general and Executive Committee meetings on a timely basis. Meeting notes are to be posted within 2 weeks of general meetings to the SAC website.
  - e. Schedules physical, or virtual space, and any necessary parking arrangements and prepares for monthly SAC general and executive committee meetings.
  - f. Monitors composition of members, reviews attendance records and follows up with nominated and elected members as necessary.
  - g. Maintains all records of the Council on SAC digital and physical storage.
- E. DIRECTOR OF SAC COMMUNICATIONS**
- a. Serves on the Executive Committee.
  - b. Solicits items and distributes meeting agendas for general meetings.
  - c. Manages and creates content for SAC monthly newsletter.
  - d. Serves as alternate minute-taker when SAC Director of Operations is unable to attend meetings.



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- e. Serves on one SAC Committee of their choosing. But there should be no more than one officer sitting on a committee.
  - f. Direct liaison to the Office of Strategic Marketing and Communications to improve visibility of the Council through newsletters, welcome letters, websites (including updates), and other public communication.
  - g. Works with each committee chair on communication needs related to their committee activities.
  - h. Works with SAC President to formulate new strategies for staff communication.
  - i. Reviews and records the SAC Suggestion Box submissions and presents items to the Executive Committee as necessary.
- F. DIRECTOR OF SAC FINANCE
- a. Serves on the Executive Committee.
  - b. Responsible for managing all financial transactions, reconciliation and reporting for all SAC activities and committees to align with the budget set forth by the President.
  - c. Serves on the Professional Development Committee in a voting capacity to help manage the financial transactions associated with each award.
    - i. This includes ensuring timely payment of all expenses approved by the fund, tracking, and reporting available funding levels to ensure appropriate award decisions.
    - ii. Provides expense reports of the fund mid-year and at years end to the SAC President and Professional Development Committee Chair to be include in annual report.
    - iii. Assists in mid-year audit of fund to ensure all past awards have been paid, and to ensure financial stability of the future awards.
  - d. Tracks SAC spending and provides an updated budget at each Executive and General SAC meeting.
  - e. Coordinates SAC monetary contribution for Employee of the Month through proper HR procedures.
- G. COMMITTEE CHAIRS
- a. Each committee (listed in Section 6.01), will be represented by a committee chair. This position will be elected during officer



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elections. This position will serve as the voting member in an executive committee meeting on behalf of their committee.

- i. A Co-Chair can be selected through a committee vote (see Section 5.04).

**Section 4.03** The election and terms of the officers are as follows:

- A. The terms of office shall run from April 1 through May 30 of the following year (14 months), which includes overlap for onboarding and training. The incoming President takes office and presides at the meeting of the SAC year.
  - a. A member running for Vice President must be in Year 1 or Year 2 of their council year term. Nominations for members in Year 3 will not be accepted unless under extenuating circumstances.
- B. Elections for executive officers open in January and close in February to serve in the upcoming SAC year. Officers are nominated and elected by members of SAC in the current year and begin training following the election.
- C. The Vice President, Director of Operations, Director of SAC Communications, Director of Finance, and SAC Committee Chair positions are elected for one-year terms. Exiting Committee Chairs may re-run for second term.
  - a. A simple majority of votes from voting eligible members present will elect.
  - b. The vote is by secret ballot.
  - c. 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.
  - d. It is suggested that Members should have served at least one year on the Council before being elected to an officer position.
- D. The SAC member elected as Vice President serves three consecutive one-year terms: Vice President, President, Past- President (ex- officio).
  - a. If no current members accept nomination for an officer position, the position can be opened to incoming members with voting to occur at the June meeting of the new SAC year.
  - b. All nominees for Vice President 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.



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- E. The President and Vice President shall conduct the election of the executive officers for the upcoming term. Nominations may be collected in advance but are also accepted from the floor.

### **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 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:
  - a. If the vacancy occurs, the Vice President will assume the role of President for the remainder of the 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, the position may sit vacant until a new election cycle.

**Section 4.05** If agreed upon by the President and Vice President, , 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 Bylaw 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:





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

### **Section 5.03** Ballots:

- A. Ballots reflecting the nominations shall be disseminated in March.
- B. Complete ballots must be submitted to the SAC President and Vice President in April by the deadline determined by SAC.
- C. The President 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 SAC President will share the newly elected members with campus administration and partners.

### **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 the Director of Operations will provide the names of new SAC members to the Office of Strategic Marketing and Communications for publication and distribution.
  - a. 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** General Membership Vacancies:

- A. Should an elected seat on the Council be vacated before March 1, the candidate who received the next highest votes will be offered an appointment. The newly appointed member will serve out the current council year.
- B. If a member serves because of an appointment to a vacant seat, the member would be eligible for nomination at the end of that council year. At



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the end of the second term, the member is required to wait at least one year before being eligible to run again.

- C. If the elected seat is vacated after March 1, the vacancy will remain open until the next election term.
  
- D. 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 General Membership.

### ARTICLE VI. COMMITTEES

**Section 6.01** Standing Committees are comprised of SAC members appointed annually. Committee meetings are limited to council members and their respective Executive Committee liaisons.

- A. Executive Committee
- B. Events Committee
- C. Strategic Planning 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 five voting officers of SAC, one non-voting officer, and all five SAC committee chairs. The Executive Committee shall conduct the business of the Council between meetings. At least half of the 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:
  - a. Reviews all other committee activities and reports. Plans agendas for all Council meetings.
  - b. Makes recommendations to the Council.
  - c. Directs the agenda for strategic plans, goals, and objectives.
  - d. Drafts proposed resolutions not originating from a committee.



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- e. Reviews and approves proposed budgets from each SAC committee before sending them to the general meeting for approval.
  - f. 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.
  - g. May vote to appoint or remove additional ex-officio, non-voting members.
  - h. May approve expenses up to \$1,000 without full membership vote.
- B. The Events Committee is chaired by a SAC member who is elected to the role; co- chair to be elected from committee membership in June.
- a. Organizes and promotes SAC events on campus, including involvement with other internal university activities. This includes but is not limited to:
    - i. Staff Appreciation events; including, but not limited to, a weeklong series of events, monthly activities, partnerships with faculty, alumni or community partners;
    - ii. Annual professional development event(s) with the support of the Professional Development Committee;
    - iii. Event calendar and structure to be approved by General Council. Execution and details will be planned and managed by the members of the Events Committee;
    - iv. Budget for all events to be requested with formal details and approved by President before expenses can commence.
  - b. Coordinates with the Director of Communications on notification and promotion of events through campus media.
  - c. Submit annual report to SAC President that provides accomplishments, areas of opportunities, and recommendations.
- C. Strategic Planning 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 Committee:



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- a. Serves on staff-focused NU system or HR taskforce committees, as needed.
  - b. Conducts staff climate survey on a two-year recurring basis upon approval of campus administration. Distributes climate survey report to all SAC members. Incorporates climate survey into annual SAC strategic planning.
  - c. Supports the Executive Committee on curating the SAC strategic plan with support for generating ideas and feedback from SAC members and campus surveys.
  - d. Engages in various research topics as requested by staff members for considerations in changes to policy and procedure.
    - i. May support other SAC committees in their initiatives and goals as needed.
  - e. Submit annual report to SAC President that provides accomplishments, areas of opportunities, and recommendations.
- 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:
- a. Manages the UNO SAC Professional Development Fund. This includes an annual review of award rubric, promoting the fund, receiving, and reviewing applications, making awards, and authoring an annual report of outcomes and expenditures to be submitted to the SAC President.
    - i. Including recipient post-award feedback survey dissemination, collection, and review. Survey includes feedback on PD Fund process and feedback on the opportunity awarded to the employee.
  - b. Provides input and promotes Human Resources Department efforts regarding staff training and development programs. This may also be supported by the Strategic Planning Committee.
  - c. Establishes an Award subcommittee to include members of the Professional Development committee and general membership at large.
  - d. Submit annual report to SAC President that provides accomplishments, areas of opportunities, and recommendations.



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- 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:
  - a. Coordinates SAC volunteer involvement in activities involving the UNO campus and UNO community engagement efforts.
  - b. Coordinates and leads two service events each year that promote or enhance the mission of UNO community partners. Opportunities should be made available to both council members and all campus staff.
  - c. Tracks and reports campus and community engagement of SAC members.
  - d. Submit annual report to SAC President that provides accomplishments, areas of opportunities, and recommendations.
- 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.
  - a. Ensuring that SAC follows the definitions of the University DEAI council.
  - b. Focus on representation, advocacy, educating and equitable access at UNO. Make recommendations as needed to UNO Human Resources, DEAI office, and other relevant departments.
  - c. Collaborate with committees and relevant UNO departments as needed on important initiatives.
  - d. Submit annual report to SAC President that 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, a member of the Executive Committee will oversee the ad hoc 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 Vice President two business days prior to the monthly planning meeting of the Executive Committee. Formal reports will be



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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 should prepare an annual report of SAC activities and accomplishments to be presented at the May 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 Vice President 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 via the SAC email. The Executive Committee will evaluate the circumstances and determine whether an absence is excused if the reason provided falls outside the approved absences below.

- A. An excused absence is defined as including but not limited to:
  - a. Campus/Office Obligation or Emergency
  - b. Approved FMLA/Sick Leave
  - c. Approved Vacation Leave
  - d. Approved Funeral Leave
  - e. Approved Administrative Leave

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.



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Meeting obligations will be shared during General Elections to allow staff ample opportunity to plan around standing meeting times. Should a member have a pre-existing standing meeting during the monthly council meetings, consideration should be made if volunteering on SAC is appropriate at that time. Same consideration should be made for current council members who must partake in a new recurring meeting during the General Council meetings.

**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 fulfill their responsibilities, but no less than on a monthly basis.

**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 and posted to the SAC website 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 is 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:



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- 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 (e.g.: 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/Bylaws 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/Bylaws and application of Roberts Rules of Order is required.

### **ARTICLE XI. CHANGES TO THE CONSTITUTION/BYLAWS**

Recommended changes to this Constitution/Bylaws will require an affirmative vote of majority at Executive Committee, followed by at least two-thirds of all SAC members. Changes will be shared with the campus administration and campus partners. 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.