

**ARTICLE I: NAME**

The name of this organization is The Ohio State University Libraries Staff Advisory Council (hereafter known as SAC).

**ARTICLE II: PURPOSE**

The Staff Advisory Council (SAC) serves as an advisory and consultative body on behalf of the library Administrative and Professional (A&P) and Classified Civil Service (CCS) staff to The Ohio State University Libraries (OSUL) administration, facilitates communication to and from the library staff, and contributes to planning, policy, and other decisions affecting staff throughout the Libraries.

**ARTICLE III: FUNCTIONS**

The Staff Advisory Council will:

- identify staff concerns and share them with the OSUL administration.
- consult with staff on matters of planning, policy, and other items of general interest.
- proffer advice and make recommendations to administration on behalf of the staff.
- maintain an SAC web-presence and publish Minutes in a timely manner.
- plan, organize, publicize, and collect issues and concerns to be addressed at the OSUL General Staff Meetings.
- participate in strategic planning initiatives.
- maintain active communication and liaison with other OSUL groups and committees.
- participate in the welcome and orientation of new staff members.

**ARTICLE IV: STAFF ADVISORY COUNCIL AND OFFICERS****Section A: Composition**

The SAC shall be composed of:

- seven (7) Staff Advocates, elected at large:
- a representative of OSUL Human Resources as *ex officio*

**Section B: Eligibility**

In order to be considered for election to the SAC, a candidate must be an Administrative and Professional (A&P) or Classified Civil Service (CCS) staff member of The Ohio State University Libraries who has completed satisfactorily the initial probationary period.

**Section C: Term**

*Staff Advocates:* OSUL A&P and CCS staff elect Staff Advocates at large, to a two (2) year term, with a staggered complement of four (4) members standing for election one year and three (3) members the following year. Should there be a tie vote for an open position, the sitting SAC votes to break the tie. Elected Advocates may serve no more than two (2) consecutive terms; however, there is no limit on the total number of terms that may be served.

*Alternates:* Alternates are those individuals who receive next highest vote total after all positions have been filled. If in the election there is a tie vote for an Alternate, the sitting SAC votes to break the tie.

*Appointments:* Should an election not result in a full complement of SAC membership, the SAC may appoint an appropriate number of Advocates and Alternates to provide a full complement.

**Section D: Attendance**

Staff Advocates are expected to attend regularly scheduled meetings of the SAC. In the event a member misses three (3) consecutive meetings or half (50%) within a year's timeframe, the SAC may vote by simple majority to remove a member from the remainder of their term.

**Section E: Change of Position**

*Staff-to-Staff:* If an individual changes one staff position to another within OSUL, that person retains his/her seat as a Staff Advocate.

*Staff-to-Faculty:* If an individual changes from a staff position to a faculty position within OSUL, that person must resign their seat on the SAC.

*Outside of OSUL:* If an individual leaves their staff position at OSUL, that person must resign their seat on the SAC.

**Section F: Resignations and Removals**

If a Staff Advocate resigns or is removed from their seat on the SAC, he/she is replaced by the Alternate with the highest number of votes, as described in Section C. An Alternate completes the term of the individual who resigned or was removed. If that term's remaining time is greater than a year, it is treated as a "full term."

**Section G: Voting**

Each Staff Advocate has one vote, while the *ex officio* representatives are non-voting members.

**Section H: Meetings**

The SAC meets at least once a month, in addition to regular meetings with the Director. Four (4) of seven (7) Advocates constitute a quorum. The Chair, in consultation with the SAC, may cancel a meeting for lack of Agenda.

**Section I: Officers**

The SAC elects its own officers. Officers serve a term of one year within their respective offices; elections are held yearly. There is no limit on the total number of years that one Advocate may serve as an officer.

- *Chairperson*: Presides at all meetings of the SAC.
- *Vice-Chairperson*: Presides in temporary absence of the Chairperson; succeeds in the permanent absence of the Chairperson.
- *Recorder*: Records the proceedings of Council meetings, conveys approved Minutes to the OSUL Director, and maintains the content on the SAC's web page.
- If the office of either Vice-Chairperson or Recorder is vacated, the SAC will elect a current Advocate to fill the vacated office.
- *Ex officio* members may not serve as officers.

**ARTICLE V: RATIFICATION**

Ratification of this constitution must be by a simple majority of the voting A&P and CCS staff.

**ARTICLE VI: AMENDMENTS**

This constitution may be amended by a simple majority of the voting A&P and CCS staff.

Revised 5/30/1991  
Revised 6/2/1995  
Revised 10/29/2009  
Amended 05/2011