



#### **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 through regular open forums and share them with 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.
- 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:

- nine (9) 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 who has been an employee of The Ohio State University Libraries for at least 180 days immediately prior to the election and has secured the permission of his or her supervisor.



### **Section C: Term**

*Staff Advocates:* OSUL A&P and CCS staff elect Staff Advocates at large, to a three (3) year term, with a staggered complement of three (3) members standing for election every 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 sufficient number of Advocates or Alternates to fill nine seats, the SAC may appoint an appropriate number of library staff members to fill any vacancies. Appointees serve only until the next elected Council is seated, but may run in the next regularly scheduled election if desired. An appointed term is not treated as a “full term.”

### **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. Five (5) of nine (9) 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. Advocates may serve up to three consecutive years in the same officer position.

- *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.

### **Section J: Elections**

- Elections shall be held once yearly to maintain the membership of the Council and, when necessary, to amend the SAC Constitution. Off-cycle elections at other times of year to determine Staff Advocates are not permitted. Constitutional amendments may be proposed during the regular election process or during a special off-cycle election if one or more amendments will affect the composition, eligibility, or term of the next Council's members. The OSUL Human Resources *ex officio* representative shall administer all elections.

## **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 1991, 1995, 2009.

Amended 2011, 2012, 2017, 2022