

## THE UNIVERSITY OF SOUTHERN MISSISSIPPI

### STAFF COUNCIL

#### STANDING RULES

Standing rules are informal, yet detailed, guidelines that describe the procedures of the Council. Their purpose is to provide guidance regarding the procedures, expectations and standards of the Council. These guidelines are meant to be flexible and reflect the will of the Council; therefore, they may be revised at any Council meeting by a majority vote.

#### A. COMMITTEES

1. Unless otherwise stated in the Constitution, standing committees should be composed of five members to allow for a quorum.
2. The Election Committee should be composed of a representative from each Division category plus any branch of the University as specified in the Constitution, Division II, Article 1, Section 2.
3. Standing committees should establish a standard time to meet monthly.
4. To promote the continuity of information, outgoing committees should meet with incoming committees to pass materials and to review the history and procedures of the committee before the August meeting.

#### B. COUNCIL MEETINGS

1. The maximum time for meetings, including the guest speaker, is 1 ½ hours, except for special events. Time for guest speakers should be 30 minutes including questions for members.
2. The University parliamentarian, or other authority on parliamentary procedure, should be invited to give a presentation at the July meeting each year. An abbreviated guide to parliamentary procedures should be distributed to each member. Members leaving the Council should return these materials at the end of their tenure to the Council Parliamentarian.
3. In the spirit of unification between the Hattiesburg and Gulf Coast campuses, the Council will meet two times yearly on the Gulf Coast, alternating Gulf Coast Research Laboratory and Stennis. There will be one meeting in the Fall and one in the Spring.
4. In order for action items to be considered at Council meetings, they should be submitted by the 15th day of the month prior to the next Council meeting unless otherwise deemed by the Chair.
5. All action items submitted to Council should be signed by the constituent in order to give a response of action taken by the Council. In order for the confidentiality of the constituent to be protected, the council member submitting the agenda item may keep the constituent anonymous to the full council.
6. In the event of a virtual council meeting, members should have cameras turned on when possible and remain muted unless needing to speak to address current council business.
7. In the event of a virtual council meeting, the following additional duties will be included as follows:
  - a. With the assistance of the Technology Committee, the Secretary will create web links for the meeting and post it on the Staff Council website one week prior to the meeting.
  - b. The Secretary will record the meeting, take roll call of members from the list of attending participants along with notifications of attending Proxies.
  - c. The Secretary Elect will send an invitation via email to members, guest speakers and other invited guests at least one day prior to the meeting.

- d. During the meeting, the Secretary Elect will create polls as needed for members to vote “aye” or “nay” on motions to allow for streamlined tallying.
- e. After the conclusion of the virtual meeting, the Secretary will delete guests that do not plan to attend future meetings to prevent unnecessary notifications.

### **C. PRESIDENTIAL RESPONSIBILITY**

1. The President of Staff Council shall at the June recognition luncheon present to all outgoing members of Staff Council a certificate of thanks for serving on Staff Council.
2. The President shall at the June recognition luncheon present to the outgoing officers a certificate of recognition for their services.
3. The incoming President of Staff Council will sign the outgoing President’s certificate of recognition and present it at the July meeting along with the plaque of appreciation.

### **D. MEMBER ELECTIONS**

1. Election ballots shall be maintained by the President of the Council for a period of three years following elections for reference purposes in the event of a vacancy.
2. Election Committee shall prepare a summary of member elections to be maintained with election ballots.
3. The Staff Council is composed of one (1) member for every 44 staff members as established in 1989. One Staff Council member for every 44 staff will allow the number of representatives to continue to increase as the number of staff increases on all campuses. This will provide continued representation of a smaller number of staff members yet will also allow the Staff Council body to grow as necessary.
4. The Interest Inquiry Survey is prepared one month prior to elections (see Bylaws, Division 1, Article 2). In the event there are not a sufficient number of responses, depending on the number to be elected to that particular Division category from the Interest Inquiry Survey, all names in the particular Division category will be listed on the member election ballot. A statement on the ballot will be made as to why all names appear on the ballot.
5. In the event of a tie, a runoff election will be held.

### **E. STAFF COUNCIL SERVICE AWARD**

1. The Staff Council Service Award was established to recognize a staff member for dedication, leadership, service and unselfish contribution of time and effort in the promotion of the mission and goals of the University. Any part-time or full-time employee with a minimum of one year of continuous services to Southern Miss is eligible. A person may receive the award once in a 3-year period. No current Staff Council member is eligible for the award.
2. The Staff Council Service Awards, one of which will be awarded from each campus, will be awarded at the Staff Council June meeting. Nominations for these awards will be accepted at any time during the year; however, final nominations will be due by April 1st. The award winners will receive a certificate and a gift bag. These awards do not include a monetary gift.
3. The Staff Council University Relations and Cultural Diversity Chair will assume responsibility of receiving and judging nominations. A scoring rubric should be used to rank applications. Committee members should rank applications and then Chair will compile results and notify President.

4. The Chair will make sure recipients are at the June meeting for recognition.
5. Receipt of the Staff Council Service Award does not replace or supersede a staff member's annual evaluation by their immediate supervisor. If a nominee is not selected, they must be re-nominated to be considered again. Nominations do not roll over from year to year.
6. A nomination form will be approved by the Staff Council and posted on the website. The call for nominations will be made through the University email system.

#### **F. STAFF COUNCIL SCHOLARSHIP**

1. The purpose of this scholarship is to recognize University staff employees for dedication, leadership, services and unselfish contribution of time and effort in the promotion of the mission and goals of the University.
2. A staff member must have completed at least one semester of study towards a degree at The University of Southern Mississippi. A minimum 3.0 cumulative grade point average is required. A staff member must be enrolled in a minimum of 4 to 6 credit hours which may consist of the following: 1 3 hour class + 1 hour lab; 2 3 hour classes; 8W1 and 8W2 courses; or 2 mini sessions, 3 hours each.
3. A staff member must not have been awarded the scholarship within the last year. Current Staff Council members are not eligible to apply for the scholarship.
4. The deadline for application will be September 15 for the fall scholarship and February 15 for the spring scholarship.

#### **G. OUTSOURCED EMPLOYEES**

1. The President of Staff Council, or appropriate appointee, will make a good faith effort in contacting the CEO or business representative of each of those areas that are outsourced by the University. The purpose of Staff Council shall be discussed and the CEO will be invited to send a representative to attend Staff Council monthly meetings.
2. The selected representative should be identified by the CEO and the President of Staff Council notified so that proper meeting notices can be sent.
3. Any current Staff Council member whose employment position becomes outsourced shall remain on the Council until their term expires, if agreeable with the outsourced unit's CEO. If an outsourced unit's CEO does not allow their employee to complete their elected term on the Council that position will be declared vacant and will not be filled.
4. Any representative of an outsourced unit shall serve as an auxiliary member (Constitution, Article 1, Section 6) providing assistance to committees as needed and determined by the Council President. Auxiliary members may not vote, serve on standing committees or serve as an officer of the Council.
5. Employees of outsourced units who were employees of the University prior to July 2004, and who serve on the Council, shall retain the same privileges accorded to University employees serving on the Council.