

MSAC Constitution

Article I: Purpose

It shall be the purpose of The Ohio State University at Mansfield Staff Advisory Committee (herein referred to as MSAC) to serve as an advisory body to the Dean and Executive Committee in matters relating to the Staff of Ohio State Mansfield and support the mission of the Ohio State Mansfield campus.

To accomplish this purpose, Ohio State Mansfield Staff Advisory Committee shall:

Serve as liaison to Ohio State Mansfield Administration concerning issues affecting Staff in their employment, evaluation, compensation, recognition, and professional development.

Maintain an active and participatory line of communication on behalf of, and among, Staff.

Provide a forum through which Staff can raise, discuss, and make recommendations on non-academic concerns and activities at the Mansfield Campus.

Provide a link with the University Staff Advisory Committee at the Columbus campus.

Article II: Membership

Section I: Definition of Staff

All Classified Civil Service, Senior and Administrative and Professional employees of Ohio State Mansfield (herein referred to as Staff) will be defined as Staff members upon employment.

Section II: Membership of Ohio State Mansfield Staff Advisory Committee

The Ohio State Mansfield Staff Advisory Committee will consist of seven (7) Staff representatives voted on by the Staff body but should include at least 1 individual from each of the following categories and should include no more than one senior staff:

Administrative and Professional Staff
Classified Civil Service Staff

Article III: Appointments to the Staff Committee

An application form must be filed with the MSAC Chair, who will screen and review all applications. Applications will then be reviewed by MSAC and a ballot will be prepared for an all-Staff vote.

Article IV: Duties and Terms

All MSAC appointments will start at the beginning of the calendar year. Voting will be concluded by November in the prior year. To ensure continuity on MSAC, the appointments will be staggered by term limits, electing three new members one year and four the next on a rotating basis.

MSAC appointments are for a term of two (2) years. A member shall serve no more than two (2) consecutive, two (2) year terms for a maximum of four (4) consecutive years of service, including the balance of any unexpired term initially assumed.

With the vote of MSAC, any MSAC member may be asked to step down. The member in question will have an opportunity to respond to the possible removal. The person will be replaced at the discretion of MSAC.

Any MSAC member wishing to resign shall submit her/his resignation, in writing, to the MSAC Chair. The Chair will then inform MSAC members. Whenever a vacancy occurs on MSAC, the committee shall have the discretion to appoint a Staff member from the alternate membership pool or from recommendations provided by MSAC members.

The outgoing chair will call a transition meeting at the end of December which includes all incoming and outgoing members. During this meeting, MSAC shall appoint a chair, co-chair, and a recorder (henceforth referred to as officers) with all attending members having voting privileges. The Chair must have served one consecutive year of service prior to election.

The Chair shall be responsible for calling and announcing meetings, setting agendas, leading meetings, and MSAC correspondences with the Dean. The Co-Chair will assume the responsibilities of the chair in the absence of the Chair. Both the Chair and Co-Chair are responsible for attending Executive Committee meetings as voting members. Other members can attend in their absence as proxies.

The Recorder will keep meeting minutes, distribute minutes for approval and post approved minutes.

Article V: Meetings

Section I: Meetings of the Staff

Meetings of the Staff shall be once a semester or when deemed necessary by MSAC or upon receipt of a petition. The petition, specifying the agenda and the type of meeting requested, shall bear the names of at least twenty-five percent (25%) of the Staff. Items listed in the proposed agenda will be published as early as possible. Other items can be included at this special meeting if time permits.

Section II: Meetings of Ohio State Mansfield Staff Advisory Committee

Regular meetings of MSAC will be held at least once a month with a meeting notice published at least five (5) calendar days prior to the meeting. Meetings of MSAC can be called anytime deemed necessary by at least three (3) MSAC members or the chair or co-chair. The presence of at least four (4) MSAC members shall be required for any MSAC meeting.

There shall be several meetings during autumn semester with the outgoing and newly elected MSAC members. These meetings shall be for the purpose of the transfer of materials and information regarding current initiatives.

MSAC shall meet at least once a semester with the Dean. The chair and co-chair may meet with the Dean when necessary.

Article VI: Committee Membership

Section I: Campus Committees

Four MSAC members shall serve as the Staff representatives on Executive Committee (EC). The elected chair and co-chair (voting) will be present at all meetings unless extenuating circumstances arise. The presence of two other (non-voting) MSAC members will be there on a rotating basis.

MSAC will appoint Budget and Finance committee member(s) and at least one member for the Faculty and Staff Programming Committee.

Section II: MSAC Committees

Committees can be formed by a majority vote of MSAC. Any Staff member can participate in committees.

Article VII: Parliamentary Procedure

In areas of contention, the rules contained in the current edition of Robert's Rules of Order, Newly Revised shall be used by MSAC, except in those cases where the rules would conflict with the Constitution of the Mansfield Staff Advisory Committee.

Article VIII: Adoption of Amendments

Amendments and additions to this constitution shall be recommended by MSAC and adopted upon two-thirds ($2/3$) vote of the Staff present at any Staff meeting or participating in an online survey. Suggested amendments must be distributed to the entire Staff no later than three (3) working days prior to the next Staff meeting or prior to a survey.

Article IX: Operating Procedures

Operating procedures are available to support this constitution.