

# MSAC Constitution

## **Article I: Purpose**

It shall be the purpose of The Ohio State University at Mansfield Staff Advisory Committee (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: Membership of Staff***

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

### ***Section II: Membership of Ohio State Mansfield Staff Advisory Committee***

The Ohio State Mansfield Staff Advisory Committee (herein referred to as MSAC) will consist of five (5) representatives voted on by the staff body and should include at least one (1) Administrative and Professional Staff and one (1) Classified Civil Service Staff.

\*Senior Staff is welcome, but limited to 1 per committee

## **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. The individual(s) with the greatest number of votes will be the new members. In the absence of interest to compile a ballot, interested individuals will be reviewed and chosen by MSAC.

## **Article IV: Duties and Terms**

All MSAC appointments will start at the beginning of the academic year. To ensure continuity on MSAC, the appointments will be staggered by term limits, selecting 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. This maximum may be increased to a total of five (5) consecutive years in the scenario of a member filling an unexpired term that becomes vacant.

With the vote of MSAC, any MSAC member with excessive, unexplained absences from regularly scheduled meetings may be replaced. The member in question will have an opportunity to respond to the possible removal.

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 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 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.

The Recorder will keep meeting minutes, distribute minutes for approval and send approved minutes to designated recipients.

## **Article V: Meetings**

### ***Section I: Meetings of the Staff***

Meetings of the Staff are to get a sense of what people think about an idea, proposal, or activity to present to the Dean or Executive Committee.

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. This will provide Staff an opportunity to forward items to be discussed at the upcoming meeting.

Meetings of MSAC can be called anytime deemed necessary by at least three (3) MSAC members or the chair or co-chair.

There may be several transition meetings with the outgoing and newly appointed MSAC members. These meetings shall be for the purpose of the transfer of materials and information regarding current initiatives. The presence of at least four (4) MSAC members shall be required for any MSAC meeting. Matters presented at MSAC meetings will be included in the minutes to provide Staff an opportunity to voice opinions.

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

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**

MSAC members shall serve as the staff representatives on Executive Committee (EC). The elected chair and co-chair will be present at all meetings unless extenuating circumstances arise. MSAC will appoint committee member(s).

### **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 they would conflict with the Bylaws 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.