

## **CHAPTER II SHARED GOVERNANCE**

### **Shared Governance Bodies and University Committees (2.00-2.09)**

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## **Shared Governance Bodies and University Committees**

### **2.00 Shared Governance Bodies and Open Meetings (new section)**

The faculty, staff, and students of Lincoln University shall share a role in the governance of the institution. Each group shall have its distinct body, the purposes and functions of which shall be outlined in the groups' bylaws. Each group shall have regular meetings as outlined in the groups' bylaws. Additionally, there shall be university committees of various types involving university employees from all units to facilitate broad participation in the governance of the campus. In accordance with Missouri state law, all such meetings shall be open, unless otherwise provided by law, to members of the other groups or committees as well as to any other interested parties (RSMo. 610.011).

### **2.01 University Committees (12.80; the following sections were written and/or revised with input from the Office of the President)**

Committees at Lincoln University shall be of five types:

- Standing university committees
- Advisory committees
- Ad hoc task forces
- Search and screening committees
- Other

#### **2.01.1 General Policies on Committees (12.83; revised)**

Functions of the committees are to be listed in the Committee Booklet which is updated and published regularly. Any changes in established functions must be approved by the president.

Each committee may invite university personnel for consultation on relevant committee business, and all employees of the university are encouraged to cooperate upon receipt of such invitations. Any employee of the university may at any time make suggestions or recommendations in writing to any committee, or ask to appear in person before any committee in order to make recommendations

on matters which fall within the jurisdiction of that committee. However, unless he/she is a member of that committee, he/she shall not have the right to vote on its motions.

Administrative officers and academic administrators who have been appointed to committees shall have the same rights and privileges as other members of the committee. Ex officio members of any committee *shall not* have voting rights.

The president of the university shall have the right to veto any action or resolution of any university committee if in her/his judgment the larger interests of the university so require. In the event of veto, the president shall immediately inform the committee, stating the reasons for such veto. The reasons for the veto shall also be entered into the minutes of the proceedings of that committee. Should the committee proposing the vetoed policy or action reconsider the issue and re-enact the same resolution by a two-thirds vote, the measure shall become effective unless nullified or reversed by the Board of Curators.

For record-keeping purposes and the historic record, all university standing committees shall provide minutes of all meetings to the appropriate administrative officer as identified in the Committee Booklet. All advisory, ad hoc, and other committees shall provide minutes of all meetings to the president and/or the appropriate administrative officer.

## **2.02 Standing University Committees (new)**

To facilitate the work of the university, standing university committees shall be established to study, prepare, and recommend policies; to hear appeals; to recommend courses of action; and to fulfill other functions as set forth in their charges. Standing committees shall assist administrative officers in the implementation of policies and courses of action after such have been adopted.

The president shall appoint committee chairpersons and one-third of the membership of the standing committees. The officers (or an ad hoc nominating committee) of the Faculty Senate and Staff Council shall make recommendations to the president for the remaining two-thirds of the membership, according to the functions of the committees, by May 1 of each academic year. All full-time employees shall be eligible to serve on standing committees. Students may, at the president's discretion, serve on a standing university committee if the function of the committee is appropriate to student concerns.

Except for the initial appointment of the standing university committees, members shall serve terms of three years. Upon appointment of any new standing university committee, one-third of the membership shall serve for one year, the second third for a period of two years, and the remaining third for a period of three years. Thereafter the appointments shall take place annually for three-year periods. No member shall serve longer than three successive years. Not all members eligible to serve on standing committees shall necessarily serve on such committees at any one time. As a general rule, simultaneous

assignment to more than two standing committees shall be avoided, although this guideline shall not prejudice the selection of any member of the university for such committees.

Standing university committees shall serve in an advisory capacity. Policies, procedures, courses of action, etc., recommended by the committees shall be transmitted through the chain of command to the appropriate administrative officer for approval.

The following shall be standing university committees:

- Assessment
- Emergency Preparedness
- Employee Compensation and Benefits
- Employee Recognition
- Internal Grievance Panel
- Rules and Regulations Review
- Safety and Security
- Section 504/ADA Compliance Review
- Space Utilization

The president may, at her/his discretion, charge other standing university committees if needs dictate.

### **2.03 Advisory Committees (12.81; minor revision)**

Advisory committees may be established when authorized by the president of the university. Advisory committees generally serve one of the following functions:

- Assure compliance with legal requirements of federal and state mandates
- Serve as the liaison between the unit providing a service and the function served
- Monitor a specific on-going function such as energy utilization, recruitment, etc.

Membership on an advisory committee is by appointment made by the president. The term of appointment is for two years and appointment may be renewed. Students may, at the president's discretion, serve on an advisory committee if the function of the committee is appropriate to student concerns.

All advisory committees shall provide minutes of all meetings to the appropriate administrative officer.

Advisory committees are continuous until released. Committees may be added or committee functions modified by the president, as deemed appropriate.

#### **2.04 Ad Hoc Task Forces (new)**

An ad hoc task force refers to a group called together to examine a specific subject or solve a specific problem. The task force members will generally be given a deadline by which they must complete their work, at which point the charge will expire. The president may appoint ad hoc task forces. They may also be convened by vice presidents, deans, department heads, directors, and the chairs of the Faculty Senate and Staff Council.

#### **2.05 Search and Screening Committees (new)**

The purpose of search and screening committees is to insure that Lincoln University hires the best available candidate for each job without regard to race, gender, national origin, religion, age or handicapping condition. Search and screening committees are a necessary part of the employment process and procedures, which are found in Chapter VIII, section 8.01.

Employment is not finalized until it is approved by the president of the university. The president may appoint and remove employees of the university at her/his discretion or make the final decision on any personnel matter and/or recommendation regarding any employee of the university.

#### **2.06 Other Committees of the University (12.82; revised)**

The president may, at her/his discretion, appoint committees for purposes other than those described above, establish or modify functions, and assign members who will serve one-year terms. These committees meet at the request of the president and report directly to the president or to her/his designee.

#### **2.07 Proposals and Recommendations (new)**

In accordance with their bylaws, the shared governance groups and committees shall make proposals and recommendations germane to their functions. Such proposals and recommendations shall, if passed by the body, be sent through the appropriate administrative channels for approval in accordance with the Development and Oversight of University Policies regulations. (See Chapter I, section 1.60.)

#### **2.08 Communication with the Administration (new)**

The chair and/or president of each of the shared governance bodies shall be the group's liaison with the university president and/or other members of the administration. All proposals, recommendations, resolutions, etc., approved by the bodies shall be conveyed to the administration by this means.

**2.09 Changes to the Governance Plan (11.88; revised)**

The Board of Curators shall have the authority to change any provision of this governance plan if in the judgment of the Board the larger interests of the university so require.

## **The Faculty Senate (revised section, per Senate action)**

### **2.10 The Faculty Senate: Composition, Purpose, and Functions**

The Faculty Senate shall be composed of all permanent and temporary, full-time members of the academic faculty (academic appointment of .75 FTE or higher). It shall serve as a major advisory body to the president. Its primary functions are as follows:

1. To initiate and participate in formulating the general educational curriculum and policies of the university;
2. To recommend policies governing the conduct of students in academic environments;
3. To recommend approval of new degree and minor programs;
4. To recommend elimination of degree programs;
5. To recommend candidates for the various undergraduate degrees;
6. To recommend standards concerning academic competence, ethics, and academic freedom.

### **2.12 Leadership of the Faculty Senate**

The Faculty Senate shall be presided over by an elected chairperson who may vote only in the case of a tie. A vice chair, secretary, and parliamentarian shall also be elected by the Faculty Senate from among its members. The vice chair shall preside over meetings when the chair is absent. All officers shall be elected for a term of office of one year and may be re-elected for no more than three consecutive one-year terms.

A slate of candidates for each of the four Senate officers shall be presented to the Faculty Senate by the Executive Committee. Members of the Senate, in session, may nominate additional persons to be included on the slate.

Elections shall take place by secret ballot while the Faculty Senate is in session during the April meeting.

#### **2.12.1 Duties of the Officers of the Faculty Senate**

The chair shall have the following duties:

1. Issue notices of Senate meetings;
2. Preside at meetings of the Senate;
3. Supervise the functioning of the Senate and its established bodies;
4. Prepare and send an agenda for each meeting of the Senate five working days before the meeting;
5. Organize and appoint ad hoc committees as directed by the Senate;
6. Represent the faculty to the administration and Board of Curators and serve as liaison between the faculty and external committees;

7. Forward any Senate actions to the appropriate vice president of the university;
8. Represent the Senate as Lincoln University's voting member at meetings of the Missouri Association of Faculty Senates.

The vice chair shall have the following duties:

1. Preside at meetings of the Senate in the absence of the chair;
2. Assist in the supervision of the working of the Senate in such a manner as directed by the Senate or by the chair of the Senate.

The secretary shall have the following duties:

1. Record the minutes of Senate meetings: regular, special, and executive;
2. Preside at meetings of the Senate in the absence of both the chair and vice chair of the Senate;
3. Publish for the faculty the minutes of the meetings by the second Thursday of the month.

The parliamentarian shall have the following duties:

1. Assure that Senate meetings are conducted in accordance with the Bylaws of the Faculty Senate and the current edition of *Robert's Rules of Order*;
2. Advise the chair on *Robert's Rules of Order*;
3. Assist the chair in determining a quorum.

## **2.15 Faculty Senate Meetings**

The regular meetings of the Faculty Senate shall be the last Thursday of the month during the academic year at 11:00 a.m., except December and May. The Faculty Senate shall meet at least twice each semester. Special or emergency meetings may be convened by the chair, signature petition of one-third of the Senate members, or a two-thirds vote of the Executive Committee.

The business of the Faculty Senate shall be conducted according to the current edition of *Robert's Rules of Order*. If a two-thirds majority vote is required, that majority shall be interpreted to mean an affirmative vote equal to two-thirds majority of the senators present and voting. The usual order of business shall be as follows:

1. Approval of the minutes of the previous meeting;
2. Reports;
3. Unfinished business;
4. New business.

The Faculty Senate shall have the power to modify the agenda by a two-thirds majority vote of members present and voting. A quorum shall consist of one senator more than a total of fifty percent of the on-campus Senate members.

## **2.20 Executive Committee of the Faculty Senate**

The Executive Committee shall act as liaison between the Faculty Senate and the academic departments. The committee shall also perform other such duties and obligations as deemed appropriate by the Senate as well as those listed below (section 2.20.1).

Each academic department shall be entitled to one representative on the Executive Committee. The chair and secretary of the Faculty Senate shall be the chair and secretary of the Executive Committee. The chair and secretary shall not be considered representatives of any department. The chair may vote only in case of a tie. The secretary shall be a non-voting member.

Each academic department shall elect their representatives by secret ballot no later than March 15 of the academic year preceding that in which newly elected representatives will take office.

Executive Committee members shall serve three-year terms. No member shall serve more than two consecutive terms. A member may serve any number of nonconsecutive terms. No more than one-third of the Executive Committee memberships shall expire in any given year. A member's seat on the Executive Committee may be declared vacant by a majority vote of the remaining members if a member has missed more than three consecutive meetings, has left the university, or has submitted a letter to the Senate chairperson resigning from the Executive Committee. Vacancies shall be filled by election of a new representative within thirty days.

### **2.20.1 Duties of the Executive Committee**

The Executive Committee shall have the following duties:

1. Provide oversight for membership and composition for the Senate and university standing committees;
2. Recommend faculty members for such committees and announce those recommendations at the April meeting of the Senate;
3. Review lists of prospective graduates as provided by the vice president for Academic Affairs and recommend approval by the Faculty Senate;
4. Maintain current listings of faculty for Senate voting purposes;
5. Solicit candidates for Senate office; develop and present the slate for Senate elections;
6. Conduct Senate elections during the April meeting;
7. Consider issues that do not fall under the charge of any other standing committee of the Senate.

### **2.20.2 Meetings of the Executive Committee**

The Executive Committee shall meet at least once a semester. The chairperson may call the committee into session for special meetings as necessary. Each member of the committee shall be given written notice of all meetings of the committee at least seven days prior to such meetings.

The business of the Executive Committee shall be conducted in the same manner as the meetings of the Senate. A quorum for the Executive Committee shall consist of two-thirds of the membership of the committee. No committee business shall be conducted unless said quorum is present.

Should a member of the committee be unable to attend the meeting, whether special or regularly scheduled, that member shall designate an alternate from her/his unit and provide the chosen representative with her/his proxy.

### **2.25 Standing Committees of the Faculty Senate**

To facilitate the work of the Faculty Senate, standing committees and sometimes special committees (ad hoc) are necessary and shall be established to study, prepare, and recommend policies on educational practice; review curriculum; and fulfill other functions as set forth in their charges. Standing committees of the Faculty Senate shall assist administrative officers in the implementation of such policies after they have been adopted.

Standing committees shall serve in an advisory capacity. Policies, procedures, programs, etc., recommended by those committees shall be presented to the Faculty Senate for consideration. Upon approval, they shall be transmitted through the appropriate chain of command.

The officers of the Faculty Senate shall appoint committee chairpersons and one-third of the membership. The Executive Committee shall recommend the remaining two-thirds membership of the committees. Except for the initial appointment of the standing committees, members shall serve terms of three years. Upon appointment of any new standing committee, one-third of the membership shall serve for one year, the second third for a period of two years, and the remaining third for a period of three years. Thereafter the appointments shall take place annually for three-year periods. The Executive Committee shall recommend committee appointments to the chair by April 1 of each academic year. As a general rule, simultaneous assignment to more than two standing Faculty Senate committees shall be avoided, although this guideline shall not prejudice the selection of any member of the Faculty Senate for such committees. The chairpersons of the standing committees, with the exception of the Executive Committee, shall serve as the Faculty Senate representation on the University Shared Governance Committee. The Faculty Senate chairperson and secretary shall serve as ex officio officers, with the Staff Council chairperson and secretary, having the duties of presiding

and recording minutes, in turn or jointly, as designated by the University Shared Governance Committee.

The following are the standing committees of the Faculty Senate:

- Curriculum
- Educational Policies
- Executive
- General Education

The Curriculum Committee shall have the following functions:

1. Review and approve, or reject, all changes in undergraduate courses, curricular and degree requirements proposed by academic units;
2. Advise the university president on criteria for the establishment and deletion of courses and curricula;
3. Coordinate its activities with those of the Educational Policies Committee and other appropriate university committees.

The Educational Policies Committee shall have the following function:

1. Consider and recommend policies and procedures in matters related to academic regulations.

The General Education Committee shall have the following functions:

1. Recommend and/or approve revisions to the existing general education curriculum;
2. Ensure that assessment measures are developed;
3. Review and recommend approval or denial of proposals for new general education courses;
4. Evaluate all general education courses periodically in relation to general education program objectives;
5. Promote a climate for discussion about and act as a clearing house for information on general education issues;
6. Keep faculty abreast of current developments in general education and the role their courses play within the larger context of general education.

All Faculty Senate standing committees shall provide minutes of all meetings to the chair of the Senate (for record-keeping purposes) with copies to appropriate administrative units.

The Senate may, at its discretion, charge other standing Faculty Senate committees if needs dictate.

### **2.30 Faculty Membership on Standing University Committees**

The university president shall appoint committee chairpersons and one-third of the membership of the standing committees of the university. The Executive Committee of the Faculty Senate shall recommend one-third of faculty committee appointments to the president by May 1 of each academic year. All full-time faculty members are eligible to serve on university committees. As a general rule, simultaneous appointment to more than two standing committees shall be avoided, although this guideline shall not prejudice the selection of any Faculty Senate member for standing committees. (See section 2.82: Standing University Committees.)

### **2.35 Recommendations and Proposals**

Any committee, department, college, Faculty Senate member or group of members, or other area of Academic Affairs may bring a recommendation, a resolution, or a proposal for a new policy, a change in policy, or the deletion of an existing policy to the Faculty Senate.

Proposals or resolutions for new policies, any change in a policy, or deletion of an existing policy will then follow the procedure prescribed in Chapter I of the Lincoln University Rules and Regulations, section 1.60: Development and Oversight of University Policies. Recommendations for new programs, changes in a program, or deletion of a program will be sent through the established chain of command. If the resolution, proposal, or recommendation is passed, it will be sent through the appropriate chain of command. If it is an action requiring Board approval, the Board of Curators will be the final authority.

Actions passed by the Faculty Senate in its shared governance capacity are communicated to the university administration for approval and implementation. These actions shall be recorded within the minutes and subsequent records of the Faculty Senate with proper designations. The designation for each action shall conform to the following format: Faculty Senate, Term, and Number, e.g.: FS-2007-2008-01.

### **2.40 Amendments to the Faculty Senate Bylaws**

The bylaws of the Faculty Senate may be amended at any regular Senate meeting by a three-fourths vote of all members present and voting. The proposed amendment(s) must be submitted at a prior Faculty Senate meeting.

## **The Staff Council** (new; submitted by the Staff Council)

### **2.41 The Staff Council: Composition, Purpose, and Functions**

The Staff Council shall be composed of members elected according to their employment classifications as outlined below in section 2.41.1. The Staff Council shall serve as a representative body of all Lincoln University staff employees and as a major advisory body to the university president. The Council's primary functions are as follows:

1. To promote opportunities for communication and collaboration among members of the staff, and between staff and students, faculty, administrators, alumni, and other Lincoln University stakeholders;
2. To provide a forum for discussion of staff-related issues;
3. To represent, collectively, staff issues and concerns;
4. To make recommendations concerning staff issues to the university president or appropriate administrator or committee;
5. To ensure adequate staff representation on university committees, in university planning, and in university decision-making that affects the institution as a whole;
6. To ensure recognition of the value of staff contributions both individually and collectively.

#### **2.41.1 Composition of the Staff Council**

Representation will be by job classification with three Council seats each and six additional at-large seats open to any staff employee regardless of job classification as follows:

<u>Staff Classifications</u>	<u># of Council seats</u>
Administrative directors	3
Professional	3
Administrative support	3
Service and maintenance	3
Technical and skilled crafts	3
Representatives at-large	<u>6</u>
	21

### **2.45 Term of Service**

Members elected to the Staff Council shall serve three-year terms and shall not serve more than two consecutive terms. Terms shall be staggered so that approximately one-third of the Staff Council is replaced each year. (See section 2.48: Elections.)

Terms shall start and end at the regular June meeting. A member who has served two terms may be re-elected after a period of no less than a one-year absence from the Council.

### **2.45.1 Vacancies**

In the event of a vacancy, the Nominations and Elections Committee shall recommend an appropriate replacement to the chair of the Staff Council who shall appoint a replacement to complete the term of the vacant Council seat.

## **2.48 Elections**

Elections for Staff Council members shall be held during the month of April.

### **2.48.1 Voting by Classification**

All permanent Lincoln University staff shall vote for the Staff Council candidates in their respective employment classifications and the at-large candidates.

### **2.48.2 Candidacy**

Nominations for candidates will open one month prior to the election date and close two weeks prior to the election date. Candidates must indicate their acceptance of the nomination before being placed on the ballot. The names of the candidates shall be submitted to the chair of the Nominations and Elections Committee.

### **2.48.3 Distribution of Candidate Lists**

A list of candidates, with accompanying personal statements if available, shall be distributed two weeks prior to election date.

### **2.48.4 Balloting**

Individuals voting in the Staff Council election must cast their own ballots.

Following the election, the Nominations and Election Committee shall be responsible for counting the votes.

The candidates with the most votes shall become members of the Staff Council. In the event of a tie, a run-off election shall be held within two weeks of the initial election.

### **2.48.5 Announcement of Election Results**

The current chair of the Staff Council shall announce the names and employment classifications of those elected to the Staff Council. This announcement shall not include the number of votes each candidate received.

### **2.48.6 Withdrawal or Ineligibility of Candidacy**

A candidate may withdraw from the ballot at any time before the conclusion of the election. If a candidate becomes ineligible after the election but before the term begins, the position shall be awarded to the candidate with the next highest number of votes. If there is no other candidate, the position shall be filled as with any other vacancy. (See section 2.45.1.)

### **2.48.7 Unfilled Seats**

In the event that a seat is not filled during the regular election, the seat shall be filled as with any other vacancy. (See section 2.45.1.)

## **2.50 Leadership of the Staff Council**

The Staff Council shall be presided over by a chair elected from the members of the Staff Council. A vice chair, secretary, and parliamentarian shall also be elected by the Staff Council from among its members. The election of Staff Council officers shall be held at the first meeting following the April elections. The voting shall be by secret ballot and counted in the presence of objective observers.

### **2.50.1 Terms of Service**

All officers shall be elected for a term of one year and may serve for no more than three consecutive one-year terms.

### **2.50.2 Chair**

The duties of the chair of the Staff Council shall be as follows:

1. To preside over meetings of the Staff Council;
2. To call special meetings of the Staff Council when deemed necessary;
3. To prepare meeting agendas;
4. To serve as spokesperson for the Staff Council;
5. To represent the interests and concerns of the Staff Council to the university president and the campus community;
6. To serve on the University Shared Governance Committee;
7. To appoint committee chairs (see section 2.65.1);
8. To delegate tasks to committees or individual members;
9. To cast the deciding vote in the case of deadlocked decisions.

### **2.50.3 Vice Chair**

The duties of the vice chair of the Staff Council shall be as follows:

1. To fill the unexpired portion of the chair's term in the event of a vacancy in that position;
2. To assume any or all of the chair's duties in the absence of, or at the request of, the chair;
3. To serve on the University Shared Governance Committee.

#### **2.50.4 Secretary**

The duties of the secretary of the Staff Council shall be as follows:

1. To prepare and distribute the Staff Council minutes and any other appropriate communications;
2. To maintain a permanent record of all Staff Council activities;
3. To serve on the University Shared Governance Committee;
4. To supervise the collection, maintenance, and availability of resource materials for the Staff Council;
5. To serve as de facto chair of the Staff Council Communication Committee.

#### **2.50.5 Parliamentarian**

The duties of the parliamentarian of the Staff Council shall be as follows:

1. To advise the chair on parliamentary procedures in accordance with the current edition of Robert's Rules of Order;
2. To serve on the University Shared Governance Committee.

#### **2.50.6 Filling Vacancies (Officers)**

With the exception of the chair (see section 2.50.3), if a vacancy among officers occurs, Council members may choose to hold a special election. If the vacancy occurs less than two months before that person's term is due to expire, a temporary representative may be appointed by the Council chair.

### **2.55 Membership Responsibilities and Regulations**

#### **2.55.1 Responsibilities**

The responsibilities of the members of the Staff Council shall be as follows:

1. To attend and participate in all regular and special meetings of the Staff Council;
2. To engage in communication and to solicit feedback from their respective classification staff employees regarding Staff Council activities;
3. To actively participate in any committee(s) to which the member is appointed.

### **2.55.2 Service as a Part of Workload**

Service on the Staff Council and attendance at meetings shall constitute a part of the member's regular work assignment.

### **2.55.3 Absences**

Members shall notify the chair in the event of an anticipated absence from a regularly-scheduled or special meeting. After three absences by a member in an academic year, the Staff Council chair will appoint a new Council member according to section 2.45.1.

## **2.60 Staff Council Meetings**

The Staff Council shall meet on the second Thursday of each month at 11:00 a.m.

Failing an agenda, the monthly meeting may be canceled by the chair of the Staff Council; however, one meeting per quarter must be held.

The Staff Council secretary shall notify all university staff in writing of regular meetings one week prior to the meeting date.

Special or emergency meetings may be called by the chair with a twenty-four hour notice or by signature petition of one-third of elected Council members or by signature petition of twenty percent of the entire staff.

### **2.60.1 Procedures for Meetings**

Meetings and business of the Staff Council shall be conducted according to the current edition of *Robert's Rules of Order*. The usual order of business shall be (but shall not be limited to) the following:

- Approval of the minutes from the previous meeting
- Individual and committee/subcommittee reports
- Unfinished (old) business
- New business
- Announcements

Items for new business must be submitted in writing to the secretary of the Staff Council no less than fourteen days in advance of the next Council meeting. After review by the chair, these must be posted to the staff listserv for discussion not less than seven days before the meeting.

During Council meetings, Lincoln University administrators, faculty, and/or students may receive special recognition by the Staff Council and may address the Council.

### **2.60.2 Modifying the Agenda**

The Staff Council shall have the power to modify an agenda item by motion and majority vote.

### **2.60.3 Voting**

University staff members who do not hold an elected seat on the Staff Council are not eligible to participate in the voting process.

Voting on an issue shall be oral unless a ballot is moved and seconded by Council members.

Adoption of said issue shall be by simple majority, except in case of amendments to bylaws, which always require a ballot and must pass by a two-thirds majority. (See section 2.75.)

In non-ballot voting regarding issues and motions, any representative may request that the members be polled, and results recorded by roll call.

### **2.60.4 Quorum**

A quorum shall consist of fifty-one percent of the Staff Council members.

### **2.60.5 Minutes**

The secretary shall record the minutes of Staff Council meetings. After the minutes have been approved (as amended, if necessary at the following meeting) they will be posted on the listserv and the Staff Council Web site. A copy of the approved minutes shall be provided to the Office of the President.

## **2.65 Standing Committees of the Staff Council**

To facilitate the work of the Staff Council, standing committees and sometimes special committees (ad hoc) shall be established to study issues and prepare and make recommendations to the Council. All committees will serve in an advisory capacity. All committees will maintain records of meetings and activities. Minutes of all meetings will be provided to the Staff Council secretary for inclusion in the historical record.

Following are the standing committees of the Staff Council and their functions:

- Professional Development and Orientation: Review programs and make recommendations for opportunities to enhance skills; facilitate new staff orientation.
- Nominations and Elections: Solicit nominations; prepare ballots; oversee the election process as outlined in the bylaws; develop and maintain a committee membership pool list.
- Bylaws: Review and propose revisions to the bylaws as needed.
- Policies and Procedures: Address issues relative to *collective* staff concerns (outside of grievance issues, which are addressed by university policy).
- Communications: Coordinate and provide information to staff employees concerning Staff Council activities; establish and maintain Staff Council Web page and listserv.
- Special Events: Plan, coordinate, and schedule special events.

### **2.65.1 Committee Chairs, Membership, and Terms of Service**

The Staff Council chair will appoint chairs for each standing committee and will define each committee's scope and charge. Committee chairs must be chosen from Council members.

The committee chair will establish membership from a committee pool of interested staff employees maintained by the Nominations and Elections Committee. Each standing committee will be composed of six members and an ex officio member as appropriate. An ad hoc committee may have more than six members if the Council deems it necessary by majority vote.

Committee membership shall be representative of a cross-section of staff classifications. A committee may remove by vote any member who does not actively participate, defined as missing three consecutive meetings, in the committee's work. Upon a vacancy, the committee chair will fill the vacancy with a staff employee from the committee pool and shall so notify the chair of the Staff Council.

Staff Council standing committee membership will be announced by the Council chair.

Committee members shall serve three-year terms. Terms shall be staggered so that approximately one-third of the Staff Council standing committee members are replaced each year.

No individual shall serve more than two consecutive terms on the same standing committee unless approved by simple majority vote of the Staff Council.

Staff members shall serve on no more than two standing committees concurrently.

The Staff Council chair may, at her/his discretion and/or the direction of the Council, appoint special and ad hoc committees and assign members who will serve one-year terms. Such groups will generally be given a deadline by which they must complete their work and at which point their charge will expire.

#### **2.70 Staff Membership on University Committees**

The university president shall appoint committee chairpersons and one-third of the membership of the standing committees of the university. The Executive Committee of the Faculty Senate and the officers of the Staff Council shall make recommendations to the president for the remaining two-thirds of the membership, according to the functions of the committees, by May 1 of each academic year. All full-time permanent staff employees shall be eligible to serve on standing committees. (See section 2.02: Standing University Committees.)

#### **2.75 Amendments to the Staff Council Bylaws**

Amendments to the bylaws may be proposed by any member of the university staff at any time, but must be brought before the Bylaws Committee for discussion and submitted to the Council for consideration. Approval requires a two-thirds vote.

#### **2.79 Recommendations and Proposals**

Recommendations from the Staff Council shall be forwarded to the university president, the chair of the Faculty Senate, the president of the Student Government Association, and/or other appropriate administrator or group, for consideration, input, and/or action.

All decisions by the university president are final.

## **The Student Government Association** (new section; excerpted from the SGA bylaws)

### **2.80 The Student Government Association: Name and Purposes**

The name of this organization shall be the Student Government Association of Lincoln University (SGA).

The purposes of the SGA are as follows:

1. To serve as the voice of the student body;
2. To enable students to exercise self-government through the democratic processes;
3. To foster communication among all members of the Lincoln University family;
4. To provide a channel for student participation in university affairs;
5. To foster and promote a spirit of unity, understanding, and cooperation among all student organizations; and
6. To cultivate a spirit of loyalty to Lincoln University among students, alumni, faculty and staff.

### **2.83 Membership**

All regularly enrolled students on the undergraduate level shall be regular members of the Student Government Association (SGA) and shall be entitled to all the rights and privileges of such membership, with the exception that part-time students are not eligible to hold office. All regularly enrolled graduate students shall be associate members and shall have the right to attend meetings, voice opinions, and serve on committees. They are not eligible to hold office. All enrolled students are eligible to vote in elections.

### **2.85 Student Government Composition**

The SGA shall be composed of three major branches: the administrative branch, the legislative branch, and the judicial branch. The administrative branch shall consist of the president, vice president, treasurer, secretary, Miss Lincoln University, and two representatives-at-large. The legislative branch, or the Student Senate, shall consist of one elected representative and her/his alternate from each residence hall; one elected representative and her/his alternate from each chartered organization on campus; the vice president of each class; and five representatives of off-campus students who will be appointed by the president of the administrative branch. The judicial branch, or Student Court, shall consist of appointed students who have been nominated by the vice president of the SGA administrative branch and approved by the Student Senate.

#### **2.85.1 Requirements for the SGA Administrative Branch Officers**

Requirements for all candidates for SGA office and for Miss Lincoln University are listed in Article V of the SGA constitution, which is published in the current student handbook.

## **2.87 Authority of the SGA**

The authority of the SGA is delineated in Article IV of the SGA constitution, which is published in the current student handbook.

## **2.88 Duties of Officers**

The duties and responsibilities of each presiding officer shall be as follows:

1. To serve as an administrator and spokesperson of the officers' respective agencies;
2. To coordinate the office and the work of the other related agencies;
3. To report the progress and achievements of the agencies to the SGA administrative branch; and
4. To make such recommendations for legislative action as pertains to the agencies' goals.

Other duties and responsibilities of each officer, the representatives-at-large, and Miss Lincoln University are outlined in Article VI of the SGA constitution.

## **2.90 Responsibilities of the Student Senate**

The Student Senate shall have the following responsibilities:

1. To serve as a check and balance in the SGA;
2. To vote for the approval or disapproval of appointments made by the administrative branch;
3. To originate and pass legislation involving rules and regulations for the governing of student life (not to conflict with the rules and regulations governing the university);
4. To approve or disapprove all expenditures of SGA funds over the amount of \$100 and to ask periodically for a review of the books handled by the administrative branch treasurer; and
5. To ask for impeachment of administrative and judicial branch officers when there are appropriate grounds.

Other duties and responsibilities of the Student Senate are outlined in Article VII of the SGA constitution.

## **2.92 Elections**

All elections shall be conducted under laws and procedures enacted by the Student Senate. Policies governing time of elections, establishment and hours of polling places, nomination and campaign procedures, and inaugurations are outlined in the SGA Election Bylaws and Procedures, published in the current student handbook.

## **2.94 Student Participation in University Governance**

The SGA shall provide a channel for student participation in university affairs. The president of the SGA shall be the official liaison to the university president. The university president may, at her/his discretion, appoint students to university committees when the committee charge is relevant to student concerns.

## **2.96 Representation on the Board of Curators**

The SGA shall select a panel of three names to submit to the governor of the state of Missouri as candidates for a student representative to be appointed to the Lincoln University Board of Curators. The student representative to the Board shall be a non-voting member. (See Chapter 1, section 1.06.)