

Bylaws of the Staff Advisory Council of The University of Texas Health Science Center at San Antonio

Established September 8, 2004

Amended November 30, 2006

Amended April 13, 2009

Article I. NAME

The name of this organization shall be the Staff Advisory Council of The University of Texas Health Science Center at San Antonio.

Article II. OBJECTIVE

The University of Texas Health Science Center at San Antonio, hereafter referred to as UTHSCSA, aims to promote a positive and collaborative work environment that is committed to assessing, prioritizing, and communicating staff needs.

The Goals of the Staff Advisory Council, hereafter referred to as SAC, are:

1. to serve as a consultative and deliberative body for all non-faculty employees, hereafter referred to as staff;
2. to provide a vehicle for communication of interest, concerns, and issues that affect staff at all UTHSCSA campuses, including the South Texas campuses;
3. to advise the University on staff nominations to standing committees; and
4. to present advice on University policy and procedures impacting staff to the UTHSCSA President.

The SAC:

1. may make recommendations on general institutional policies but does not act on individual institutional issues;
2. may advise on specific institutional issues and otherwise acts at the request of the President;
3. has no authority to act outside the directives of these procedures; and
4. shall endeavor to keep staff members informed and, in turn, keep the President and UTHSCSA leadership advised of needs and interest of staff on issues and activities affecting them.

Article III. MEMBERSHIP

A. Eligibility: Eligible staff, represented by the SAC, shall consist of non-probationary Classified employees and Administrative and Professional employees. All employees with an academic appointment, as well as any member of the UTHSCSA Executive Committee, are excluded. Staff must be appointed one-half time or more for at least 135 days (4.5 months) and with twelve months of continuous service at the time of the election, as defined in the University's Handbook of Operating Procedure.

B. Composition and Demographics: A total of 24 representatives will be nominated and elected from work units (primarily determined and grouped by Executive Committee Department ID). The Nominations and Elections Committee will prepare a plan to ensure that the number of representatives from each work unit is reviewed annually, prior to the conduct of elections, and determines, by ratio, the number of representatives for each unit and/or combination of units. The goal is to have one representative per work

unit on the SAC. Units that are not of sufficient size to have one representative may be combined with other units.

Staff assigned to regional campuses (Laredo Extension Campus, Regional Academic Health Campus - Harlingen, Regional Academic Health Campus - Edinburg and Texas Research Park) are accounted for in the work units as described above. However, to ensure representation from the regional campuses, if a staff member from a regional campus is not elected to serve on the SAC, the Chair will coordinate to appoint an ex officio from each regional campus.

Staff assigned to the Cancer Therapy & Research Center (CTRC) are accounted for in the School of Medicine work unit. However, to ensure representation from the CTRC, the Nominations and Elections Committee will determine, by ratio, the number of School of Medicine representatives that are to be allocated to the CTRC for election of representatives to the SAC.

C. Attendance: Regular attendance is expected. If a member misses three consecutive unexcused meetings (defined as an absence without notifying the Secretary), the Chair will suggest that the member withdraw. A representative who misses four meetings within twelve consecutive months will automatically have their name listed on the SAC's Coordinating Committee agenda for discussion of removal. The Coordinating Committee shall notify the incumbent and inquire as to the representative's intentions.

If a fifth absence occurs, it will be assumed that the incumbent has vacated the seat. Within three weeks of the fifth absence, a written appeal for reinstatement outlining the extenuating circumstances can be made to the Coordinating Committee. Prior to the next SAC meeting, the Coordinating Committee will inform the representative of its decision regarding reinstatement or replacement by the first alternate (runner-up).

Should the representative wish to vacate the seat, the person receiving the second highest number of votes (alternate runner-up) in that respective work unit will assume the seat.

Representatives will not receive or solicit salary, reimbursement, compensatory time or compensation for serving on the SAC.

D. Terms of Office: A full term shall be two years. Under no circumstances shall any member serve longer than two consecutive terms, including the balance of any term initially assumed. There shall be a minimum twelve-month waiting period before any member who has served two consecutive terms can be eligible for re-election to the SAC.

The terms of members will be linked to even and odd years, so that approximately half of the SAC will be reelected each year. For those units with multiple representatives, the Nominations and Elections Committee will ensure that their plan calls for the reelection of no more than half of their representatives to ensure that these work units have continuity of service on the SAC.

E. Resignation: Any member wishing to resign from the SAC shall submit their resignation in writing to the SAC Chair.

F. Non-Voting Members: The immediate past Chair of the SAC serves as an advisor to the current Chair and is an ex officio, non-voting member of the Coordinating Committee. The President of the Health

Science Center and non-elected representatives of the regional campuses also serve as ex-officio members, without vote.

G. Duties: After the election, a letter will be sent by the Chair of the SAC to the elected representative and to their appropriate supervisor(s) and will communicate responsibilities and use of work time for meetings and SAC-related duties. Members are expected to attend all meetings and participate in the business of the SAC. Members shall serve on committees of the SAC and may be chosen as chair of those committees. Members shall be available to their constituents. They shall be willing to hear concerns, to receive information and suggestions, and to communicate these effectively to the SAC. Members must keep their constituents informed of the work of the SAC and matters that the UTHSCSA leadership communicates to the SAC.

Article IV. NOMINATIONS/ELECTIONS OF SAC REPRESENTATIVES

A. Vacancies: A vacancy that occurs through termination of employment, change of work unit, promotion to noneligible position, resignation from the SAC, or expulsion from the SAC, shall be filled by an alternate from that work unit (see Article IV. B.) within thirty days of the date of the vacancy if an alternate is available. The Coordinating Committee will refer to the list of eligible alternates and will fill the vacancy. If no alternate from the selected work unit is available to fill a vacant position, the Coordinating Committee will nominate a representative from the list of eligible employees from that work unit. Then, if the employee accepts the nomination, the nominee will become a representative upon a positive vote of a simple majority of those present and voting at a meeting of the SAC at which a quorum is present.

B. Removal from Office:

Any representative can be removed from office for nonperformance of SAC duties. The Coordinating Committee may initiate action to remove a representative, or a request for removal showing cause may be brought in writing to the Coordinating Committee by any representative. The Coordinating Committee will investigate the matter and will recommend action to the SAC if warranted. The Coordinating Committee will provide a response to any representative that requests removal informing them of their decision in the matter. The final decision will be made by the SAC. Removal will be effective upon the vote of a simple majority of those present and voting at a meeting of the SAC at which a quorum is present. Possible causes of removal shall include, but are not be limited to: non-attendance; failure to consistently report activities of the SAC to their work unit (or constituents); and unavailability of the representative to constituents.

C. Nomination and Election: The nominations and elections process shall be handled by the ad hoc Nominations and Elections Committee appointed in March of each year by the Coordinating Committee. Nominations shall be completed by April 30 and elections shall be completed by May 31, except for the initial election.

1, Nomination Procedures

The Nominations and Elections Committee will request from the Office of Human Resources the appropriate information to determine all eligible staff members and to contact all eligible staff members.

All eligible staff members employed by the date of elections shall be eligible to vote.

A nomination form shall be sent to each eligible staff member. The form shall identify the work unit, the number of nominations allowed, and instructions for the return of the form (manner, date, time, place).

Each eligible staff member within a work unit may nominate one eligible staff member from the work unit for each representative that work unit is entitled to elect. Incumbents will be polled and have the option to accept or withdraw their nomination before having their name placed on the ballot.

After the closing date for nominations, the Nominations and Elections Committee shall count the nominations.

Nominees shall be determined according to the highest number of nominations received. The number of nominees to appear on the election ballot in each work unit shall not exceed three times (plus one in case of a tie at the cut-off) the number of vacancies in that work unit. Nominees to appear on the ballot shall be selected in descending order of nominations received until the required number is reached or the nominations list is exhausted. The remaining nominees will be listed by department within work unit and votes received and be designated as alternates in descending order. In the case of a tie between alternates, the Coordinating Committee will vote to break the tie. An alternate shall be eligible to fill the vacancy of an elected representative. A list of alternates will be distributed to each elected SAC representative.

The Nomination and Elections Committee shall notify the nominees that their names will be placed on the election ballots unless they withdraw by a specified date. If a nominee withdraws, the Nominations and Elections Committee shall select as a replacement the person that received the next highest number of nominations in the work unit in which the withdrawal took place. If insufficient nominations are received from the selected work unit to fill a position the Advisory Committee will nominate a representative from the list of eligible employees from that work unit. Then, if the employee accepts the nomination, the nominee will become a representative upon a positive vote of a simple majority of those present and voting at a meeting of the SAC at which a quorum is present.

2. Election Procedures: Voting shall be held on campus for no less than two days nor more than three days in order to accommodate varying work schedules.

Elections shall be confidential.

The Nominations and Elections Committee will present to the Coordinating Committee a plan for the conduct of the election. The Coordinating Committee will approve or disapprove the plan upon a vote of a simple majority of those present and voting at a meeting of the Coordinating Committee at which a quorum is present.

At the close of the election, the Nominations and Elections Committee will count the votes.

Those elected shall be declared on the basis of the highest number of votes received. If a tie occurs, the matter will be referred to the appropriate work unit for appropriate resolution and a second run off will be held within the work unit.

The Nominations and Elections Committee shall notify the Chair of the names of the newly elected representatives in writing within three working days of close of the election. The Chair will notify the newly

elected representatives in writing within three days of notice. The Chair shall make the results of the election known to all eligible staff members within one week after such notification.

All records pertaining to the nominations and elections process shall be stored with the Secretary in compliance with the University's Records Retention Policy.

Election procedures will be included in the information sent out with the nomination forms.

Article V. Titles of Officers

The Officers of the Council shall be Chair, Chair Elect, Secretary, Historian and Past Chair.

A. Chair: The Chair shall preside at all meetings of the SAC and chair the Coordinating Committee; abide by the stated rules of order when conducting meetings; refer all matters submitted for the SAC's attention to the appropriate committee(s) and/or to the President; maintain and update a calendar of events relevant to the SAC for the coming year; prepare a written annual report of the past year's activities and progress and make it available to all members of the SAC prior to the September meeting; serve as ex-officio member of all SAC committees; serve as liaison to the Faculty Senate; serve as liaison to the President, both keeping the President informed regarding concerns of the SAC and seeking the President's support and advice on behalf of the SAC.

B. Chair Elect: The Chair Elect shall preside over the SAC in the absence of the Chair or in the event the Chair requests the Chair Elect to serve during the course of a meeting; assist the Chair in performing leadership responsibilities; accept names of persons interested in serving on standing committees and make appointments on the basis of the person's preference where possible or, in the absence of volunteers, make the necessary appointments to committees in consultation with the Coordinating Committee; call a meeting of any committee that is not fulfilling its responsibilities; and make and distribute yearly, immediately following appointments, a list of SAC committees and their members to all SAC members

C. Secretary: The Secretary shall be responsible for minutes of each SAC meeting, including the distribution of minutes to representatives before or at the next scheduled meeting of the SAC; ensure that the minutes are posted on the SAC's website; collect, receive, and maintain at a central location, minutes of SAC meetings, minutes of committee meetings, and annual reports; serve as Secretary for the Coordinating Committee, keep minutes of the Coordinating Committee's meetings and notify its members of meeting dates and locations; and maintain the system of overlapping terms.

D. Historian: The Historian shall be responsible for maintaining copies of any articles, flyers, audio, video, or other forms of recording that relate to the SAC so that these items will be available to current and future representatives and others upon request. Shall be responsible for all financial aspects of the SAC functions, including maintaining accurate records of all SAC financial activities, and reporting on these activities at each SAC meeting, and for verifying the number of representatives authorized for each voting work unit. They shall also be responsible for insuring that proper parliamentary rules are followed as outlined in Robert Rules of Order and these procedures and shall maintain these rules in the most accurate form possible.

E. Past Chair: The Past Chair shall act in an advisory role to assist the current Coordinating Committee as needed.

F. Election: The Chair of the Nominations and Elections Committee shall conduct the nomination and election of officers at the September meeting of the SAC. The Chair Elect from the previous year will begin serving as the Chair of the SAC. The Chair Elect, Secretary, and Historian shall be nominated from the floor, elected, and begin terms immediately. The Chair Elect must be selected from representatives that are in their first year of a term. A simple majority of those present and voting at a meeting of the SAC at which a quorum is present is required for election.

G. Terms of Office: The terms of office for SAC officers shall be one year. A representative shall not hold more than one office at a time, and no representative shall be eligible to serve more than two consecutive terms in the same office. However, a representative who assumes an unexpired term for less than six months may be elected for two full consecutive terms.

H. Unexpired Term: In the event that the Chair is unable to complete the elected term of office, the Chair Elect shall assume the vacant office for the length of the unexpired term. In the event that the office of Chair Elect, Secretary or Historian becomes vacant, a special election shall be held by the Chair in order to fill the vacant office for the remainder of the term by a simple majority of those present and voting at a meeting of the SAC at which a quorum is present. Nominations will be taken from the floor; position elected and will begin the term immediately. Such elections may be held at any meeting of the SAC.

I. Transfer of Records: All documentation pertaining to current SAC business shall be transferred from outgoing officers to incoming officers. The Coordinating Committee shall insure that all past records of the SAC are maintained according to the University's Records Retention Policy.

Article VI. The Coordinating Committee

A. Membership: The membership of the Coordinating Committee shall consist of the elected officers of the SAC and the chairs of standing committees.

B. Meetings: The Coordinating Committee shall meet bi-monthly. Additional meetings may be called by the Chair, the President, or upon the request of two members of the Coordinating Committee. The Secretary will be responsible for notifying members of meeting dates, times, and locations. A quorum must be present to conduct a meeting of the Coordinating Committee.

C. Duties: The Coordinating Committee shall consider all matters presented to it by the Chair, the President, the SAC, the standing committee chairs, or others, and make recommendations; assist the Chair in setting the agenda for SAC meetings; review periodically the purpose and membership of each standing committee; appoint, considering volunteers first, the Nominations and Elections Committee, the standing committees, and the ad hoc committees as needed; recommend to the SAC such ad hoc committees as it deems necessary; resolve questions related to the SAC elections process; make recommendations to the SAC regarding the removal of representatives from the SAC.

D. Term: The term of a member of the Coordinating Committee shall be for the representative's term as an officer of the SAC or the representative's term as a standing committee chair.

E. Chair: The Coordinating Committee shall be chaired by the Chair who shall make a report of the actions of the Coordinating Committee to the SAC at each regular meeting.

Article VII. Other Committees

A. Standing Committees: The standing committees of the SAC shall be the Coordinating Committee, Communications Committee, Benefits Committee, and Staff Development Committee. Membership on these committees will be open to all SAC representatives. Ex officio members can serve on all committees except for the Coordinating Committee,

The chair of a committee can appoint one or more subcommittee(s) and subcommittee chair(s) for specific terms to deal with assigned issues; the subcommittee chair(s) shall report to the appointing committee. Each standing committee shall consist of a minimum of five members, and members shall serve for one year. Committees shall meet bi-monthly or as convenient by the chair. Each committee shall elect a Chair, a Chair Elect and a Secretary; each shall serve for one year. The Chair Elect must be selected from representatives that are in their first year of a term and will serve as the Chair of the committee in the following year. If a representative serves an unexpired term of six months or less as either committee member or committee officer, the individual is eligible to serve for another year provided SAC membership is continued for another year.

B. Duties: The standing committees shall accept business items assigned to the committee by the Coordinating Committee and deal with the item(s) in a responsible and timely manner; have the Chair make a report to the full SAC at each meeting; have the committee secretary maintain and provide the Chair Elect and SAC Secretary with a written report of each Committee meeting; prepare and submit an annual report, including all items placed on the committee agenda and the disposition of each, to the Chair Elect and SAC Secretary by the last meeting of each year.

C. Committees:

1. Communications Committee: This committee shall plan and coordinate activities at which staff can meet their representatives and learn about SAC activities; serve as the public relations committee of the SAC and work with External Affairs to publicize the SAC and its activities; and generally promote the SAC as opportunities arise.

2. Benefits Committee: This committee shall review staff members' concerns regarding benefits and make recommendations, establish subcommittees and refer items as necessary. The Vice President for Human Resources or their designee will serve as an ex-officio member of the Benefits Committee.

3. Staff Development Committee: This committee shall review a way in which eligible staff can benefit from training programs. Staff Development subcommittees may address issues such as career and professional development, orientation/mentoring, diversity training, and basic skills development. The Vice President for Human Resources or their designee will serve as an ex-officio member of the Staff Development Committee.

4. Ad Hoc Committees:

(a) Ad hoc committees of the SAC will be appointed by the Coordinating Committee as needs arise. Ad hoc committees will elect a chair. The life of the committee will be determined by the matter under consideration, typically will not continue into a new fiscal year and the committee will be disbanded when the purpose has been served. The number of members will be determined by the Coordinating Committee.

(b) The ad hoc committees shall accept the issues assigned to the committee by the Coordinating Committee; deal with the items in a responsible and timely manner; and make progress reports on its activities to the SAC, as well as a final report.

(c) The Nominations and Elections Committee shall be appointed by the Coordinating Committee in March each year and will be disbanded when all of its duties as described in these Bylaws are fulfilled. The Nominations and Elections Committee shall consist of at least seven members and will handle all nominations and elections procedures as set forth herein.

Article VIII. Meetings

A. Types of Meetings

1. Regular Meetings of the SAC shall be held bi-monthly during the SAC year, which shall be the University's fiscal year. If the Chair and Coordinating Committee have no new agenda items or proposals, they reserve the right not to hold a meeting but must notify the SAC.

2. Special Meetings of the SAC may be called by the Chair or upon petition of 20% of the membership of the SAC. Ten working days notice should be given of any special meeting except in the case of an emergency situation. Only business specified in the call of the special meeting may be conducted at such a meeting.

B. Quorum: Neither the SAC nor a committee shall conduct business without a quorum. A quorum exists of at least one officer and a simple majority of the voting membership for the conduct of the SAC's business or the business of a committee. Motions may be passed by a simple majority of the quorum present and voting.

C. Floor Privileges: Proposals, measures, and resolutions shall be introduced on the SAC floor only by members of the SAC. Persons who are not members of the SAC may be granted the right to speak, but not to vote, on matters before the SAC. When a request is made for this privilege, the Chair shall ask the SAC for objections and, hearing none, shall grant permission to speak. If objections are raised, the privilege shall be extended only by vote of the SAC.

D. Vote: Only elected SAC members present may vote (proxy voting is not authorized). Action by the SAC shall be by voice vote unless a vote is deemed by the Chair as being too close to determined. In this circumstance, the vote shall be by a show of hands. Some issues may require written ballots (such as election of officers); written ballots may be requested from the floor. Votes on all SAC proposals will be by roll call and will be published and posted for review.

E. Agenda: Meetings of the SAC shall have an agenda that includes the time and place of the meeting, the order of business, and copies of any substantive proposals. The Coordinating Committee shall set the agenda; however, items may be added to the agenda at the meeting if approved by a majority of the

members present and voting. The agenda should be published in a form widely available to all eligible staff members. The Coordinating Committee shall (1) receive proposals for SAC action or other presentations to the SAC from any committee of the SAC, from any member of the SAC, from individual staff members or, from the President; (2) refer all substantive proposals for SAC action to appropriate committees for review prior to placing them on the agenda unless the Coordinating Committee is prepared to deal with an issue and present it to the SAC; (3) include on the agenda of a regular meeting as soon as practical all items presented from various sources; (4) set the agenda so that the business can be disposed of in a meeting of reasonable duration; and (5) advise the SAC of the apparent need for a special meeting.

F. Order of Business: The order of business for meetings shall be as set forth in the agenda, except that the order of business may be altered by an action approved in the meeting. The order of business shall be (1) call to order; (2) approval of previous meeting's minutes; (3) committee reports; (4) unfinished business; (5) new business; (6) miscellaneous (comments, announcements, tributes, etc.); (7) adjournment.

G. Minutes: The minutes of the meetings shall be made available for review by posting on the SAC's website.

H. Parliamentary Authority: The rules contained in the current edition of Robert's Rules of Order shall govern the SAC and its committees in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the University's Handbook of Operating Procedures and any special rules of order the SAC may adopt.

Article IX. Bylaws Amendments

An amendment to these Bylaws may be proposed by any member of the SAC in writing, provided that information about the proposed amendment, its nature and content, be made available to all members no less than thirty (30) working days prior to the meeting at which the proposed amendment will be considered. Adoption of an amendment shall require approval by two-thirds vote of the SAC. Amendment(s) can never be retroactive in application or design. An amendment may never be stricken from the Bylaws, but may itself be amended.

Any amendments to the Bylaws must be submitted through the President for review and approval. Upon approval they shall become effective.

Reviewed and Approved:



William L. Henrich, MD, MACP
Interim President