

Staff Council Charter

(Revised April 04, 2017)

Mission:

The Staff Council (SC) will propose ideas and solutions, relating to areas of staff development and personnel policies, beneficial to the University and its stakeholders.

The SC was formed as a way to represent the concerns and interests of staff collectively. The Staff Council Leadership Committee (SCLC), composed of elected area representatives, will serve as a channel for staff input. The SC is a standing administrative committee and will exist until it is explicitly dissolved by Cabinet.

Organization:

Staff Council – This council consists of all Simpson University employees who are designated as staff members, excluding members of Cabinet.

Staff Council Leadership Committee – This committee is an elected group of staff members consisting of a President, Vice President and Area Representatives from each area: Academics, Advancement, Business Services, Enrollment Management and Student Development. Service duration, upon election is for two year terms for all positions. Members may be re-elected without limit to subsequent terms. Elections will be held every year, with the president and vice president positions being elected alternating years from the area representatives.

The SCLC, meeting at least quarterly, will create proposals based on staff recommendations and present these to Cabinet for further discussion and action. The SCLC may invite SC members to serve on subcommittees as needed.

President – The President is elected by all staff members and coordinates all SC and SCLC meetings. The President reports to Cabinet via the President of the University; he/she provides a semi-annual report to Cabinet and the Board of Trustees. The President also represents the SC at the President's Leadership Council meetings.

Vice President – The Vice President is elected by all staff members and is responsible for keeping SC and SCLC meeting minutes. He/She will distribute these minutes to Cabinet and the Director of Human Resources. In the event that the President cannot fulfill the 1-year commitment, the Vice President will assume the role of President.

Area Representatives – The Area Representatives are elected by the staff from within their respective areas (see above). They voice the concerns and ideas of their constituents.

Processes

Election process

Elections for the SCLC will be held each April; elected representatives will take office each May. All SC members are eligible to run for a seat on the SCLC and vote for the President, Vice President and correlating Area Representative. Cabinet members are not eligible to participate in this process.

Nominations – Initial nominations must be received by the last Friday in March. The acting President will confirm the nominee’s willingness to serve and collect statement from those who accept the nomination.

The acting President will distribute the names and statements of the nominees to all SC members by the end of the first week in April. Any additional nominations must be submitted by the end of the second week in April. In the event of additional nominations, the confirmation process will be repeated, and the updated nomination list will be redistributed to SC members by April 15th (or the closest weekday).

Resignation

If any SCLC member must resign their office, the procedures below will be followed:

SCLC Resignation, prior to January 1st – The SCLC member that vacates his/her office must notify the SCLC as soon as possible. The SCLC President will announce the vacancy to the SC when appropriate and will solicit new nominations for this office. Nominations will be accepted for 2 weeks, and a vote will follow, using the policies outlined above.

SCLC Resignation, after January 1st – The notification of vacancy will still be announced to the SC, as outlined above, but no election will occur. Instead, the SCLC will fill the role from within the existing committee.

Changes to Charter

The SCLC can propose changes to the SC charter. To become official, these changes must be approved and voted on by the SC. If passed, the revised charter must be submitted to Cabinet for final approval.