

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

STAFF COUNCIL

STANDING RULES

Standing rules are informal, yet detailed, guidelines that describe the procedures of the Council. Their purpose is to provide guidance regarding the procedures, expectations and standards of the Council. These guidelines are meant to be flexible and reflect the will of the Council; therefore, they may be revised at any Council meeting by a majority vote.

A. COMMITTEES

1. Unless otherwise stated in the Constitution, standing committees should be composed of five members to allow for a quorum.
2. The Election Committee should be composed of a representative from each Division category plus any branch of the University as specified in the Constitution, Division 11, Article 1, Section 2.
3. Standing committees should establish a standard time to meet monthly.
4. To promote the continuity of information, outgoing committees should meet with incoming committees to pass materials and to review the history and procedures of the committee before the August meeting.

B. COUNCIL MEETINGS

1. The maximum time for meetings, including the guest speaker, is 1 ½ hours, except for special events. Time for guest speakers should be 30 minutes including questions for members.

- d. During the meeting, the Secretary Elect will create polls as needed for members to vote "aye" or "nay" on motions to allow for streamlined tallying.
- e. After the conclusion of the virtual meeting, the Secretary will delete guests that do not plan to attend future meetings to prevent unnecessary notifications.

C. PRESIDENTIAL RESPONSIBILITY

1. The President of Staff Council shall at the June recognition luncheon present to all outgoing members of Staff Council a certificate of thanks for serving on Staff Council.
2. The President shall at the June recognition luncheon present to the outgoing officers a certificate of recognition for their services.
3. The incoming President of Staff Council will sign the outgoing President's certificate of recognition and present it at the July meeting along with the plaque of appreciation.

D. MEMBER ELECTIONS

1. Election ballots shall be maintained by the President of the Council for a period of three years following elections for reference purposes in the event of a vacancy.
2. Election Committee shall prepare a summary of member electarr841Ad(a)T64 Tc 0 Tw 4.968 0 Td()Tj0.009 Tc0 Tc

4. The Chair will make sure recipients are at the June meeting for recognition.
5. Receipt of the Staff Council Service Award does not replace or supersede a staff member's annual evaluation by their immediate supervisor. If a nominee is not selected, they must be re-nominated to be considered again. Nominations do not roll over from year to year.
6. A nomination form will be approved by the Staff Council and posted on the website. The call for nominations will be made through the University email system.

F. STAFF COUNCIL SCHOLARSHIP

1. The purpose of this scholarship is to recognize University staff employees for dedication, leadership, services and unselfish contribution of time and effort in the promotion of the mission and goals of the coyct6-19.5 (y