

**COLLEGE OF HEALTH  
AND HUMAN PERFORMANCE  
UNIVERSITY OF FLORIDA**

**Staff Advisory Council By-Laws**

**Article 1 – Objective and Purpose**

The Staff Advisory Council shall serve as a deliberative and advisory body to the Dean on matters of significant interest and importance to the staff of the College. The Council's purpose shall be:

- A. To encourage input of staff, develop ideas, and generate recommendations for improvement of the College.
- B. To serve as a direct liaison to the Dean of the College of Health and Human Performance regarding matters pertaining to HHP staff.
- C. To establish and maintain an effective communication link between staff of the college.
- D. The Council will not serve as a substitute for the University's formal grievance procedure.

**Article 2 - Membership**

- A. Membership of the Council shall be made up of one elected member from each of the following departments: Administration/Dean's Office; Applied Physiology and Kinesiology; Health Education Behavior; and Tourism, Recreation, and Sport Management. Membership will also consist of three (3) at-large-members.
- B. Employees must be full time (1.0 FTE) within the College and be at the rank of University Support Personnel System (USPS) or Technical, Executive, Administrative, and Managerial Support (TEAMS). Temporary OPS personnel are not eligible for Council membership.

**Article 3 – Terms of Membership**

- A. Terms of members shall be for two years. This two-year term shall commence on September 1<sup>st</sup>.
- B. Council members may not be reelected to serve a consecutive term.
- C. After elections, the Past-Chair and one Council member will remain on the Council for six (6) months to provide guidance. The remaining committee members will be selected during the June meeting of the second year. They will not be voting members of the new Council.

**Article 4 – Election of Council Members**

- A. Each department, as outlined in article 2 section A, shall elect at the beginning of the fiscal year and no later than August 15<sup>th</sup>, one (1) representative to the Council.
- B. Elections for At-Large seats will be held each August. A ballot for the election to At-Large positions will be distributed to all college staff no later than August 15<sup>th</sup> with the names of all eligible nominees.

- C. A vacancy that occurs through termination of employment, promotion to a non-eligible position, or resignation, shall be filled by an alternate within thirty (30) days of the date of the vacancy. Alternates will be selected using the same procedures as outline in sections A and B above.
- D. Alternates that are elected to serve out an unexpired term during the first year shall serve the unexpired term and will not be eligible for reelection. Alternates that are elected to serve out an unexpired term during the second year shall serve the unexpired term and will be eligible for reelection.

#### **Article 5 – Duties of Representatives**

- A. **Department Representatives:** Departmental representatives are responsible for representing the interests, ideas and opinions of their office or departmental staff in all SAC proceedings.
- B. **At-Large Representatives:** At Large representatives are responsible for representing the interests, ideas and opinions of the entire staff of the College of Health and Human Performance in all SAC proceedings.

#### **Article 6 – Officers and Duties**

- A. Officers of the Staff Advisory Council shall consist of a chair, an assistant chair, and a secretary. All of these positions will be elected by the Council at the September meeting.
- B. **Chair:** The Chair of the Staff Advisory Council conducts the monthly meetings of the Council; sets the agenda for these meetings; oversees the activities of the Council; delegates responsibilities as necessary; and calls special meetings of the Council. The Chair also serves as the staff representative to the Dean's Council, as well as the liaison for HHP staff with the Dean. The Chair is a voting member of the Council.
- C. **Assistant Chair:** The Assistant Chair assumes the role of Chair and represents the Chair when she/he is unavailable. The role of the Assistant Chair is to assist the Chair as needed and to observe. The Assistant Chair is a voting member of the Council.
- D. **Past Chair:** The role of the Past Chair is to offer guidance and historical perspective. The Past Chair is an *ex officio* member of the Council and does not have voting privileges. The Past Chair, along with one designated former Council member, (article 3, section C) will attend meetings for the first six months. Thereafter, they will be available on an as-needed basis.
- E. **Secretary:** The Secretary is responsible for recording and distributing the official minutes of the Staff Advisory Council. The Secretary is a voting member of the Council and will be either a departmental or At-Large representative.

#### **Article 7 – Filling of Vacated Officer Positions**

In the event a Council Officer vacates his/her position, the following will govern the filling of that position.

- A. **Chair:** The Assistant Chair will assume the role of Chair and will complete the term.

- B. **Assistant Chair:** A new election will be held in the Staff Advisory Council which will immediately elect a new Assistant Chair from the current Council membership.
- C. **Past Chair:** This position will remain unfilled.
- D. **Secretary:** A new election will be held in the Staff Advisory Council will immediately vote on a replacement for either position from the current Council membership.

#### **Article 8 - Committees**

Committees are to be appointed as needed.

#### **Article 9 - Absences**

- A. Members with more than two consecutive absences may be asked to relinquish their membership on the Council and the department (college for at-large members) will be asked to elect other representatives.
- B. When representatives are unable to attend, they are encouraged to send substitutes.

#### **Article 10 - Meetings**

- A. The regular meeting of the Council will be held on a monthly basis on the first (1<sup>st</sup>) workday Tuesday of the month at 9:00am.
- B. Additional or special meetings can be called by the Chair, with the purpose of the meeting being stated in the call. Except in cases of emergency, notice of meetings and the agenda shall be received by the representatives at least twenty-four (24) hours before the scheduled time of the meeting.
- C. Meetings shall be open to all staff of the College, but voting shall be limited to elected representatives.

#### **Article 11 - Quorum**

The presence of seventy-five percent (75%) of voting members of the Council is required to constitute a quorum and to conduct any official business or vote of the Council.

#### **Article 12 – Amendment of Council By-Laws**

- A. Amending the Bylaws of this organization requires the establishment of the existing Council that will draft the proposed amendment.
- B. The proposed amendment will be submitted to the entire College staff for approval. Approval of any amendment will require a simple majority of those voting.

*Approved by SAC: October 25, 2006*

*Submitted to HHP Staff for review and approval: 10/25/2006*

*Adopted: 11/7/2006*