

**PROPOSED  
BYLAWS  
Organizational Staff Council  
The University of Oklahoma, Norman Campus**

**Article I – Job Families**

OSC consists of the following job families: Managerial, Programs/Grants, Financial and Development.

**Article II - Executive Committee**

The Executive Committee shall conduct the business of OSC. The members of the Executive Committee shall be the Officers, the immediate past President, and OSC Representatives.

**Article III - Officers**

The Officers of OSC are President, Vice-President/President Elect, Secretary/Treasurer, Communications Coordinator, and Activities Coordinators.

The duties of the Officers are as follows:

President: preside at meetings and exercise executive powers such as appointments of committees and committee members; provide reports on OSC meetings at Staff Senate meetings;

Vice President/President Elect: preside at meetings in the absence of the President, become familiar with the responsibilities of President and automatically take office as President the following year, provide reports on Staff Senate meetings at OSC meetings;

Secretary/Treasurer: record and distribute minutes of all meetings, responsible for all financial reports and transactions, account for all funds of the organization, maintain attendance records and inform President of Officers' and Representatives' absences;

Communications Coordinator: ensure OSC website is available (with officer listing, constitution, by-laws, agenda and minutes of prior meetings) and maintained and that other communication actions as deemed necessary by the Executive Committee take place.

Activities Coordinator(s): be responsible for program agendas at the meetings, arrange publicity, assist with meeting location arrangements and coordinate Staff Week Activity.

**Article IV – Representatives**

There shall be nine (9) OSC Representatives.

There shall be six (6) OSC Staff Senate Representatives, which consists of the President, Vice President/President Elect and four (4) OSC members appointed by the President and approved by the Executive Committee.

1. The duties of an OSC Representative are as follows:

- Attend OSC Monthly Meetings to conduct the business of OSC;
- Attend Executive Committee Meetings as necessary;
- Shall serve a maximum of three successive years in that capacity.

2. The duties of an OSC Staff Senate Representative are as follows:

- Attend monthly Staff Senate meetings;
- Attend monthly OSC meetings and continue duties in OSC;
- Shall serve a maximum of three successive years in that capacity.

## **Article V - Elections**

The President shall appoint and chair an Election Committee to present a slate of officers and representatives at the May or June OSC meeting and conduct the election. The Election Committee shall solicit volunteers and recommendations from all Organizational Staff and Committee members and shall contact each person nominated to explain the requirements of the office and ascertain the nominee's willingness to serve. The Election Committee will nominate at least one person for each position.

Nominations will be permitted from the floor provided the nominee is present and agrees to have his/her name placed on the ballot. In the event one candidate fails to receive a majority of the votes, the top two candidates will be presented for a run-off vote. Voting for an office where more than one candidate is nominated will be by secret ballot.

## **Article VI - Vacancies**

If the office of President becomes vacant, then the Vice President/President Elect assumes the Presidency under one of the following time conditions:

1. If there are less than 6 months remaining in the term, the Vice President/President Elect will fill the unexpired term and then the subsequent term which would normally be succeeded.
2. If there are more than 6 months remaining in the term, the Vice-President/President Elect will fill the unexpired term and there will be an election by the Executive Committee for a new Vice- President/President Elect who will succeed to the Presidency the next year.

If any position other than President or Vice President/President Elect becomes vacant, then there will be an election by the Executive Committee under one of the following time conditions:

1. If there is less than 1 month remaining in the term, the election will be held at the annual election.
2. If there is more than 1 month remaining in the term, the election will be held at the next Executive Committee meeting.

## **Article VII – Committees and Appointments**

The President shall appoint the chair and all members of standing and ad hoc committees.

The President shall appoint liaisons to other organizations as needed.

## **Article VIII - Meetings**

The OSC will meet monthly, except in July & August. All meetings of the OSC will be open and any interested member/visitor may attend. Three (3) absences from a regularly scheduled OSC monthly meeting by an Officer or Representative shall be just cause for the President to declare the position

vacant. When two (2) absences have occurred in a year, the President shall inform the member in writing of the policy regarding absences. When a vacancy occurs, it shall be filled in accordance with Article VI. A meeting may be cancelled due to emergency. Additional meetings may be called by the President as needed. Robert's Rules of Order may be used as a guide for conducting OSC meetings.

### **Article IX - Voting**

Any matter requiring voting, except constitutional amendments, shall be by simple majority of the members in attendance at an OSC meeting. Amendments to the constitution and bylaws shall be made by two-thirds (2/3) consent of the members in attendance at an OSC meeting.

### **Article X - Amendments**

Proposed amendments to the Bylaws must be presented to the President in writing. The President may appoint a committee of at least three (3) OSC members to investigate the proposed amendment. This committee shall report its findings to the Executive Committee. One (1) month notice must be given before the proposed amendment may be voted on.