

**Staff Advisory Council  
Rules & Procedures Committee**  
2006-2007 Annual Report



*"The council that's working for you."*

June 13, 2007

Committee Members:  
Juanita Phelan  
Billie Blackburn  
Lori Wieder  
Anise Arterbery  
Bonnie Gladden, Chair

Staff Advisory Council Constitution and Bylaws provides for five (5) Permanent Committees of which: Four (4) or more members of the Council shall constitute the Rules and Procedures Committee.

The Rules and Procedures Committee's functions shall include, but are not limited to, the following:

1. Preparation of amendments to the Council Constitution and Bylaws.
2. Preparation of regulations for elections and the conducting and supervising of such elections.
3. Recommendations for the creation or abolishment of standing and special committees.
4. Recommendation of procedures for staff participation in the government of the University.

Additionally, the Rules & Procedures Chair is responsible for maintaining an updated listing of representatives appointed and/or elected to SAC and serves as the parliamentarian.

During March and April 2007 nomination forms were sent out to staff for nine (9) seats open for election during the 2007 election period. Once nominations were received, ballots were prepared and distributed through University Mailing Services. The SAC ListServ was utilized on numerous occasions to remind staff of both nomination and ballot deadlines. Return ballots were counted by the committee with all members present. Results were forwarded to Carey Warner, Chair, as well as announced during the May meeting.

A Rules & Procedures Committee member served on the Distinguished Service Award selection subcommittee during the interview process in October 2006. Another Rules & Procedures Committee member served on the Staff Scholarship Selection subcommittee in May 2007.

Updated Membership lists were provided to members at various times during the year. Once new members are seated and/or appointed at the June meeting, an updated 2007-2008 SAC Membership list will be emailed to all members.

This committee feels that a major issue to be considered in the future is the method of distributing ballots for the election of representatives, perhaps the use of an electronic means which is functional.

Respectively submitted,

The Rules & Procedures Committee