

2002-2003 Report of the SAC Rules & Procedures Committee

The Rules and Procedures Committee is charged with

- Preparing amendments to the Council Constitution and Bylaws
- Preparing regulations for elections and the conducting and supervising elections
- Recommending the creation or abolishment of standing and special committees
- Recommending procedures for staff participation in the government of the University.

Additionally, the Chair of the committee is responsible for maintaining an updating listing of representatives appointed/elected to SAC and serves as the parliamentarian.

During Council Year 2002-03 the committee was involved in the following actions.

- After reviewing the SAC Bylaws and Constitution, the RP Committee concluded that no representative should be *elected* to a term of less than three (3) years. When a partial term becomes available through attrition, that seat should be filled by *appointment*.
- The Chair asked that all official email correspondence be carbon copied to the Secretary and signed Name, Title, Committee, Year. The RP Committee found that this practice could be adopted with nothing more than the Chair's request. A Bylaws or Constitution change was not needed.
- Finally, the R&P committee conducted elections for representatives to serve from 2003-2006. Nomination forms were distributed throughout campus in March via mail drop, the Listserv, SAC website, and OSU Headlines. The SAC Listserv, as well as other on-campus publicity, was used to remind staff of the nomination deadline. Once nominations were received, the ballots were prepared and distributed in April. Ballots were individually addressed to staff members. Returned ballots were counted and the results announced.

There are remaining issues to be considered in the future.

- Review the method of distributing ballots for the election of representatives.
- Assess the need to develop procedures for the removal of the SAC Chair.
- Status of the Council's Webmaster. Several recommendations have been made in the past. It is the opinion of the RP Committee Chair that a formal policy regarding the Webmaster should not be made until after a successful practice has been established.
- Article V, Section 3 states that no officer shall hold more than 2 consecutive terms. Does this mean two one-year terms as officer per each three-year term on Council, or two one-year terms as officer throughout one's Council career? If a member is willing to serve additional terms when no other member is, should they be allowed to do so?

Respectfully submitted,

The Rules & Procedures Committee

Chair: Bonnie Cain, Denise Brooks, Duane Hunt, Kathy King, Tonya Magness, Chris Williams