

Administrative Staff Council (ASC)
Meeting Minutes
Thursday, November 3, 2016
308 Bowen-Thompson Student Union

In Attendance: Jacey Brooks, Sheila Brown, Kalee Carlton, Dawn Chong, Beth Detwiler, Rhonda Dicke, Judy Donald (BGSURA), Leslie Galan (Tri-Chair), Michael Ginnetti, Kerry Gonzalez, Linda Hamman (CSC), Krishna Han, Chet Hesson, Trinidy Jeter, Jeremy Joseph (Tri-Chair, Past Chair), Margo Kammeyer (Tri-Chair), Aaron Kane, Mary Ellen Kellow, Sheri Leatherman, Rebecca Lyons, Connie Molnar, Jennifer Poggali, Heidi Popovitch, Lindy Smith, Susan Stearns, Lindy Smith, Jamie Spradlin, Danijela Tomic, Jessica Turos (Ombuds), Jennifer Twu, Cindy Valentine, Robin Veitch (Communication), and Chris Wammes

Substitutes: Todd Glick for Steve Letzring

Absent: Jessica Belcher (Secretary), Christopher Bullins (Ombuds), Kim Fleshman, Jhaakira Jacobs, Jason Januszewicz, Allen Kohn, Patrick Lisk, Thomas Rapier, Anthony Rivera, and Susan Sadoff

Call to Order: Margo Kammeyer, Tri-Chair called the meeting to order at 1:33pm.

Guest Speaker:

Jodi Webb, Dean of Students & 2016 BGSU/United Way Campaign Chair

Karen Mathison, President & CEO of United Way of Greater Toledo

Sue Clanton, Director of United Way in Wood County

- BGSU has a long standing tradition of supporting United Way in positive change for the issues facing our community
- BGSU is the largest supporter in Wood County
- United Way's primary goal/focus is to connect people with resources.
- Dial 211 for answers to questions. The most common questions/issues in our community relate to rent/ income support and calls about food resources.
- This year's UW/BGSU goal is to raise \$90,000. As of the date of our meeting, over \$46,000 has been raised so far, from 200 donors.

Tri-Chairs' Reports:

HR Meeting: Beth & Jeremy attended. Questions asked were relative to who to contact regarding employee relations, given all the recent changes. Employee Relations & OED questions should be directed to HR. Flex time questions were raised, which HR confirmed are at supervisor discretion, per the handbook. For questions regarding any impact regard over-time pay, those should be/are being addressed with/by the individuals impacted.

Tri Chairs Meeting:

University Council: Margo attended. There was an update given on Academic Affairs and the Falcon Flight program, which is to help students plan for post-graduation. Admissions is up 20%.

Board of Trustees Meeting:

Open Discussion: Questions/Discussion regarding:

- the 30-day timeframe to add a newborn to the health insurance plan, when there are extenuating circumstances out of the insured's control that exceed the deadline
- the price increase for Plan A, which will be 12%
- Time of ASC meetings, as people are having to leave prior to the end of the meeting. Times raised were over lunch hour and/or later in the afternoon, or moving it ½ hour ahead.
 - Options for electronic attendance (video conference, etc.,) was a sub-issue of the starting time discussion

Jeremy, Tri-chair motioned to move to old business in order to ensure there was enough time to vote on changes to Charter & Bylaws by ballot. 2nd by Leslie.

Old Business:

- Motion 1 was to approve the amended changes to **Article 2, Section 2 of the Bylaws**. Paper ballots were passed out and collected for tallying & certification.
- Motion 2 was made by Robin and 2nd by Margo to approve the amended changes to **Article 1, Section 4 & Article 4 of the Bylaws and to Section 4 of the Charter**. Paper ballots were written out and collected for tallying & certification.

Committee Reports:

Amendments & Policies: Our committee met via phone/webex this month to discuss the proposed changes we heard at the ASC meeting on 10/6. We have further amended the Bylaws Article 2 Section 2, based on the discussion from the ASC meeting. At this time we would like to present the amendments to Bylaws Article 2 Section 2 for a final vote. We would also like to present the Bylaws Article 1 Section 4, Article 4 and the Charter Section IV ASC for discussion.

Awards & Recognitions: Selected Spirit of BG Award winners for August, September, and October. Presented the August award to Scott Sehmann. He was nominated by Terry Carver. Reserved several possible dates for Awards Reception. Looking at possible time change to a morning brunch...looking for some feedback. Continuing to look at/update award nomination guidelines.

Outreach & Activities: Social Hour will be tomorrow at Sunset Bistro.

Personnel Welfare & Compensation: Nothing new to report.

Professional Development: The Professional development committee discussed the possibility of changing the current use of Professional Development funds to include an on-site Professional Development event that would benefit more staff members than the current system. It was decided that we will maintain the current system with the 2016-2017 academic year and communicate our intentions to plan an on-site event for the 2017-2018 academic year to the staff council. This should provide ample time to set up a quality event and set expectations for staff members who may be planning on receiving funding support for their proposed training events. The committee has decided to provide funding to the following individuals for requested fall professional development events: Mary Kay Inkrott \$150.00; Kerry Jones \$150.00; Krista Sturdevant \$150.00; and Kim Fleshman \$150.00.

Student Scholarships: We worked the Volleyball game on 10/22/16 and earned \$150 from the 50/50. The Ferrari Parking Pass winner is Mike Ginnetti with a winning bid of \$210.00.

Treasurer's Report: Heidi Popovitch gave the update and reminded everyone that expenses for professional development reimbursement shall now be submitted through Chrome River after they are incurred.

Secretary's Report: Mary Ellen Kellow gave the update. Minutes from the October meeting were sent out for review on October 7. The October minutes were approved 1st by Rebecca Lyons and 2nd by Heidi Popovitch. The motion passed.

Paper ballots were tallied, certified and reported that all changes to the Charter and Bylaws were passed.

Motion 1: 27 Yay. 1 Nay. 3 Abstentions.

Motion 2: 29 Yay. 2 Abstentions.

Liaison Reports:

Classified Staff Council: has been working on a salary/benefit survey.

Faculty Senate Representative: Provost spoke regarding academic calendar alignment with University of Toledo & Owens Community College, leading to a 15-week semester instead of 16 weeks. A new B.S. in Aviation & Engineering was approved. Issue regarding textbook affordability was raised for discussion.

Retiree Association: Held their first meeting for members.

Ombuds Update: 3 new cases.

ASC Historian: Scholarworks will be listed online soon.

University Committee Reports:

Public Safety: Monica Moll has left BGSU. No other updates.

New Business: None.

Good of the Order: Went around the table for good of the order.

Upcoming ASC Dates: Next meeting will be December 1 in Room 201. Bob Moosbrugger will be speaking.

Adjournment: Leslie Galan made a motion to adjourn. Connie Molnar seconded the motion. The meeting adjourned at 3:00 pm.

Committee Goals for 2016 – 17

Amendments & Policies

- Handbook/By-Laws/Charter Review
- Record history of amendments and BGSU policy changes
- Process amendments as prescribed by the ASC Charter & Bylaws

Awards & Recognition

- Award Reception Planning
- Award Distribution (Ferrari, BG Best, Rookie of the Year, Spirit of BG)
- Promote all of our awards to the campus community
- Actively seek nominations for all awards
- Award Spirit of BG monthly award at least four times this year
- Revisit Award descriptions and criteria

Outreach & Activities

- Create an ASC Food Pantry for students
- Hold a monthly social event open to all Administrative Staff
- Create and send an ASC Welcome Packet to new employees

Personnel Welfare & Compensation

- Conduct salary market comparison
- Work with HR on any “hot topics” for the year
- Proactively review current compensation policies
- Review handbook for possible required revisions

Professional Development

- Develop or provide professional development opportunities for the campus community
- Award professional development grants within the prescribed annual budget

Student Scholarships

- Raise money for student scholarships (raffle, sponsors, auction, etc.)
- Award scholarships to students using an evaluation process

Original

ARTICLE 1: Meetings

SECTION 4: Executive Committee Meetings

The Administrative Staff Council Executive Committee shall meet twice each month during the academic year and once each month at other times. Special meetings of the Executive Committee shall be called by the Chair, the Co-Chairs, the Co-Chairs-Elect, or by a majority of the members of the Committee.

Amended version

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The Administrative Staff Council Executive Committee shall meet twice each month during the academic year and once each month at other times. Special meetings of the Executive Committee shall be called by the Chair, the Co-Chairs, **the Chair-Elect**, the Co-Chairs-Elect, or by a majority of the members of the Committee.

ARTICLE 2: Committees

SECTION 2: Administrative Staff Council Standing Committees

Recommendations or self-nominations shall be solicited from the administrative staff membership at the time of the annual campus-wide Administrative Staff Council elections. ASC members may be nominated or may self-nominate to serve on ASC standing committees. The members of ASC standing committees shall be appointed from the nominations by the Chair or the Co-Chairs of ASC in consultation with the Executive Committee, and shall include administrative staff members at large and members of ASC. Non-ASC members shall comprise no more than 50% of standing committee membership. Membership on these committees shall be for one year. Members are eligible for reappointment. Standing committees may appoint subcommittees whose members need not be ASC representatives. The Chair or Co-Chair of ASC shall appoint a chair or co-chairs for each standing committee from the ASC membership. Each committee chair or co-chairs shall submit in May a yearly report of the committee's activities to the Executive Committee. This annual report shall include the committee's proposed goals for the following year. When necessary, it shall be incumbent on the committees to work closely on issues that overlap, (e.g. the Amendments Committee and the Internal Affairs committee may be required to work together on proposed changes to the ASC Bylaws). The duties and responsibilities of the following ASC standing committees are:

- A. Professional Development Committee - This committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.

- B. Personnel/Welfare Committee - This committee shall annually review the Administrative Staff Handbook. The Committee shall include at least one member from each functional area. The committee shall also review, study, and recommend Council action on matters involving general salary policies, benefits, performance, evaluation, and policies and procedures that affect the functioning of administrative staff in their positions. The chair of PWC shall be on the Executive Committee.
 - 1. Salary Sub-Committee - This sub-committee shall compile comparative data and make a salary proposal each year on behalf of administrative staff. In addition, the sub-committee shall continue a regular review of CUPA data and other relevant resources in order to provide an on-going, comparative history of administrative staff salaries. The chair of the Salary sub-committee shall be selected from the members of the Personnel/Welfare committee.

- C. Finance Committee – The Treasurer shall serve as chair of this committee and shall prepare annually the ASC budget and submit it to ASC for approval prior to its submission to the University budget committee.

- D. Scholarship Committee -The responsibility of this committee shall be to administer all aspects of the administrative staff scholarship program.

- E. Amendments Committee - This committee shall both initiate and receive proposed amendments to the Charter or Bylaws and shall report to ASC on all proposed amendments. This committee shall annually review the Administrative Staff Handbook for accuracy of content.
- F. Awards and Special Recognition Committee - This committee shall develop and recommend to ASC ways to recognize administrative staff for their outstanding achievements. The Committee also shall handle all responsibilities associated with the advertisement, selection, and presentation of the awards and special recognition including the annual Ferrari Award. This committee shall be composed of at least one member from each functional area. Committee members shall have been employed by the University for at least three years.
- G. Internal Affairs Committee – This committee shall develop and update the Orientation Program for new ASC members, which shall involve providing written information and practical learning opportunities, including the Mentor/Mentee Program and/or presentations or training seminars during or outside of Council meetings. An overview of Council including committee assignments, responsibilities, and accomplishments shall be included. The Committee should respond to concerns and make recommendations about the structure or configuration of Council meetings; and shall examine and conduct the election process and make appropriate recommendations. The Committee shall also maintain the ASC web site.
 - 1. Elections Sub-Committee - This sub-committee shall be composed of the ASC Secretary, who shall be its chair, the Chair-Elect or Co-Chairs-Elect, and other council members as needed. The sub-committee shall assist the Secretary in initiating, conducting, tabulating, and announcing the results of nominations and elections for both ASC and appropriate University standing committees and in maintaining election eligibility and voting records.
- H. External Affairs Committee – This committee shall be responsible for developing ideas for community involvement projects for administrative staff. The Committee also shall provide assistance for BG Effect; develop ways to improve opening day activities for administrative staff; work on public relations with other groups on and off-campus and with media; and develop a survey of administrative staff regarding awards, community involvement, and opening day.

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- C. Finance Committee ~~The Treasurer shall serve as chair of this committee and shall prepare annually the ASC budget and submit it to ASC for approval prior to its submission to the University budget committee.~~

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ARTICLE 4: The Election/Appointment Process

SECTION 1: Elections to Administrative Staff Council

A. Nominations

On completion of the apportionment of ASC membership, the Elections Sub-Committee, annually, shall seek nominations of candidates for election to ASC. Votes shall be cast by the total administrative staff for those candidates in their functional areas.

B. Elections

The Elections Sub-Committee, annually and following certification of candidates, shall conduct ASC elections. Votes shall be cast by the total administrative staff for those candidates in their functional areas.

(Revisions to Article 4, Section 1 approved by Administrative Staff Council on 04/02/98 and 05/05/01.)

SECTION 2: Nominations and Elections to University Standing Committees

Any administrative staff member shall be eligible for membership on University standing committees as provided in Article 2, Section 3 of the Bylaws of Administrative Staff Council.

A. Nominations

Annually the Elections Sub-Committee will seek from the total administrative staff nominations and self-nominations for election to specific University standing committees.

B. Elections

The Elections Sub-Committee, annually and upon certification of candidates, shall conduct the election of members to specific University standing committees. Votes shall be cast by the total administrative staff.

(Revision to Article 4, Section 2 approved by Administrative Staff Council on 05/05/01.)

SECTION 3: Nomination and Election of Administrative Staff Council Officers

The Administrative Staff Council officers shall be those defined in Section IV of the ASC Charter.

A. Nominations

On completion of the election of ASC representatives, the Elections Sub-Committee, shall request of the Executive Committee that it annually prepare a list of nominees for election as officers of ASC. Also, the Elections Sub-Committee shall, by written notice, annually solicit additional nominations for ASC officers from the total administrative staff membership. Nominees for election as ASC officers shall be drawn from Administrative Staff Council.

B. Elections

The Elections Sub-Committee, annually and following certification of candidates, shall conduct the election of ASC officers. Votes shall be cast by the total administrative staff.

(Revision to Article 4, Section 3 approved by Administrative Staff Council on 05/05/01.)

SECTION 4: Nomination and Election of Administrative Staff Council Area Representatives to the Executive Committee

The area representatives to the Executive Committee shall be those defined in Section IV of the Administrative Staff Council Charter. Area representatives serve one-year terms and are eligible for re-election.

A. Nominations

Annually, the Elections Sub-Committee shall prepare a list by functional area of those ASC members eligible for election to the Executive Committee. A representative must have served a minimum of one year on council (current term or past term) to be eligible for election to the Executive Committee.

B. Elections

The Elections Sub-Committee, annually and following certification of candidates, shall conduct the election of ASC area representatives to the Executive Committee. Votes shall be cast by the total administrative staff for those candidates in their functional areas.

(Revisions to Article 4, Section 4 approved by Administrative Staff Council on 04/02/98 and 05/05/01.)

SECTION 5: Nomination and Appointment to Administrative Staff Council Standing Committees

Administrative Staff Council Standing Committees shall be comprised of members of ASC as provided for in Article 2, Section 2 of the Bylaws of Administrative Staff Council.

A. Recommendations and Self-Nominations

Administrative staff members at large may be recommended or may self-nominate at the time of annual campus-wide elections to serve on ASC standing committees. ASC members may be recommended or may self-nominate to serve on ASC standing committees.

B. Appointment

From among the recommendations and self-nominations, the ASC Chair or Co-Chairs in consultation with the ASC Executive Committee annually shall fill vacancies on ASC standing committees.

SECTION 6: General Procedures

- A. The Election Sub-Committee shall prepare, distribute, receive, and tabulate all nomination forms and election ballots. Nominees shall declare their intention of running for an individual seat or a shared position (e.g., chair-elect or co-chair-elect) at the point of submitting his or her name for election. The Executive Committee shall determine the slate of candidates based on the declared intention of the nominees and the number of nominees to run for election. It may be the case, as a result of the above determination, that one individual runs as chair-elect against a slate of two candidates running as co-chairs-elect.

The person who receives the most votes shall be declared the winner of the election or nomination. In the case where more than one person is running for election, the person

receiving the most votes shall be declared the winner of the election, office or nomination and the person receiving the next most number of votes shall be declared the co-winner, co-officer or co-nominee. In case of a tie, a runoff election shall be conducted involving only those who tied.

- B. The Elections Sub-Committee shall certify candidates to include eligibility for the office and the consent of the candidate to stand for election.
- C. The Elections Sub-Committee shall certify the results of elections. Such certification shall be reported to the Executive Committee.
- D. The Elections Sub-Committee shall conduct nominations and elections designated in the Bylaws.
- E. The final date for receipt of nomination forms and election ballots is 10 workdays after distribution by the Elections Sub-Committee.
- F. The results of all nominations and elections shall be reported to Administrative Staff Council by the Elections Sub-Committee at the first regularly scheduled ASC meeting following tabulation of the results.
- G. The Elections Sub-Committee shall retain all nomination forms, election ballots, and working papers for a period of 20 work days following their tabulation after which time they shall be destroyed.
- H. The secretary of ASC shall maintain a permanent record of all nominations and election results.
- I. The Executive Committee shall decide any challenge to the conduct or results of a nomination process or of an election.

ARTICLE 4: The Election/Appointment Process

SECTION 1: Elections to Administrative Staff Council

A. Nominations

On completion of the apportionment of ASC membership, the ~~Elections Sub-Committee~~ **Secretary**, annually, shall seek nominations of candidates for election to ASC. Votes shall be cast by the total administrative staff for those candidates in their functional areas.

B. Elections

The ~~Elections Sub-Committee~~ **Secretary**, annually and following certification of candidates, shall conduct ASC elections. Votes shall be cast by the total administrative staff for those candidates in their functional areas.

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B. Elections

The ~~Elections Sub-Committee~~ **Secretary**, annually and upon certification of candidates, shall conduct the election of members to specific University standing committees. Votes shall be cast by the total administrative staff.

(Revision to Article 4, Section 2 approved by Administrative Staff Council on 05/05/01.)

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B. Appointment

From among the recommendations and self-nominations, the ASC Chair or Co-Chairs in consultation with the ASC Executive Committee annually shall fill vacancies on ASC standing committees.

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that one individual runs as chair-elect against a slate of two candidates running as co-chairs-elect.

The person who receives the most votes shall be declared the winner of the election or nomination. In the case where more than one person is running for election, the person receiving the most votes shall be declared the winner of the election, office or nomination and the person receiving the next most number of votes shall be declared the co-winner, co-officer or co-nominee. In case of a tie, a runoff election shall be conducted involving only those who tied.

- B. The ~~Elections Sub-Committee~~ **Secretary** shall certify candidates to include eligibility for the office and the consent of the candidate to stand for election.
- C. The ~~Elections Sub-Committee~~ **Secretary, in conjunction with one or more additional members of the Executive Committee**, shall certify the results of elections. Such certification shall be reported to the Executive Committee.
- D. The ~~Elections Sub-Committee~~ **Secretary** shall conduct nominations and elections designated in the Bylaws.
- E. The final date for receipt of nomination forms and election ballots is 10 workdays after distribution by the ~~Elections Sub-Committee~~ **Secretary**.
- F. The results of all nominations and elections shall be reported to Administrative Staff Council by the ~~Elections Sub-Committee~~ **Secretary** at the first regularly scheduled ASC meeting following tabulation of the results.
- G. The ~~Elections Sub-Committee~~ **Secretary** shall retain all nomination forms, election ballots, and working papers, **both hard format and electronic**, for a period of 20 work days following their tabulation after which time they shall be destroyed.
- H. The ~~s~~Secretary of ASC shall maintain a permanent record of all nominations and election results.
- I. The Executive Committee shall decide any challenge to the conduct or results of a nomination process or of an election.

CHARTER OF ADMINISTRATIVE STAFF COUNCIL
BOWLING GREEN STATE UNIVERSITY

SECTION I - Name and Representation

All Bowling Green State University administrative, technical, and research personnel having a full-time or continuing part-time staff contract, letter of appointment, or reappointment, or notification of salary will be defined as administrative staff and will be represented by Administrative Staff Council (ASC) with the following exceptions: Those individuals designated as members of the President's Cabinet.

(Revisions to Section I approved by ASC on 02/02/12 and 06/05/14.)

SECTION II - Purpose of Administrative Staff Council

The purpose of ASC is to represent administrative staff members by promoting their general welfare, seeking, advocating for, and supporting professional development opportunities, maintaining communication among staff members, and reviewing, initiating, and making recommendations on institutional policies.

(Revisions to Section II approved by ASC on 06/05/14.)

SECTION III - Membership of Administrative Staff Council

All administrative staff, as defined above, will be eligible to vote and hold offices. The membership of ASC will be composed of six percent of the full membership and will be determined through election by administrative staff members. ASC members will be selected from each of the major areas as designated by the university administration and adopted by the Executive Committee each year. Firelands College will have its own proportional representation, elected by administrative staff of Firelands College. The number of members from each area shall be proportional to the number of administrative staff in that area. The Executive Committee will reassess and approve the ASC election and apportionment yearly. Membership on ASC will be for three-year terms, with a goal of one-third (1/3) of the membership being elected each year.

Upon the recommendation of the Executive Committee and upon ratification by a two-thirds (2/3) vote of ASC, a maximum of three additional non-voting ex-officio seats may be established. An additional voting seat for each liaison to ASC from Faculty Senate and Classified Staff Council may also be established.

(Revisions to Section III approved by ASC on 04/02/98, 05/02/02, 02/02/12, and 06/05/14.)

SECTION IV - Officers and Committees

Officers

Officers of ASC will be Chair or Co-Chairs, Chair-Elect or Co-Chairs-Elect, Secretary or Co-Secretary, Treasurer, and Communications Officer. Officers will be elected each year by all members of the administrative staff. Initial nominations for officers will be made by the full membership. Officer nominees must be currently serving or have served at least one year on ASC. Officers will serve one-year terms. The expected commitment of service in the Chair/Co-Chair role is three years with the following progression: The first year as Chair-Elect/Co-Chair Elect, the second year as Chair Co-Chair, the third year as Past-Chair/Past-Co-Chair.

The term of office on ASC will be extended appropriately for any member elected Chair-Elect or Co-Chairs-Elect. Officers may be removed from office by a two-thirds (2/3) vote of the full membership of ASC. The position of Secretary may be jointly held at the discretion of the ASC executive committee.

Duties of the Officers

The Chair or one of the Co-Chairs will:

- Preside at all meetings;
- Represent the administrative staff to all appropriate bodies and individuals;
- Serve on the Executive Committee as the immediate Past-Chair/Past-Co-Chair.

The Chair-Elect or Co-Chairs-Elect will:

- Serve on the Executive Committee during the current term;
- Assume all responsibilities of the Chair in case of the Chair's absence or resignation;
- Assume the role of Chair at the end of the Chair's or Co-Chairs' term of office.

The Secretary or Co-Secretary will:

- Provide timely notification of all meetings;
- Maintain an accurate record of meetings and distribute minutes to ASC in a timely manner;
- Notify ASC members when they have been designated as absentee;
- Serve as chair of the Elections and Orientation Committee;
- Maintain a permanent record of all nomination and election results;
- Place amendment proposals on the ASC agenda for debate, refinement, or amendment before a final vote;
- Archive all official actions and documents of ASC.

The Treasurer will:

- Maintain the budget of ASC as described in the Bylaws of ASC, Article 6;
- Keep accurate records of all expenditures;
- Report to the ASC Executive Committee monthly;
- Archive monthly and year-end statements.

The Communications Officer will:

- Chair the Marketing and Communication Committee;
- Coordinate and implement public awareness and marketing campaigns for ASC;
- Serve on the Executive Committee;
- Suggest to ASC officers and the Executive Committee ways to improve ASC's visibility;
- Publicize the positive impact of administrative staff on the BGSU community;
- Manage ASC's social media websites;
- Manage ASC's shared directory and the ASC listserves;
- Design, revise, and maintain the ASC website.

Executive Committee

The Executive Committee will be composed of the Chair or Co-Chairs, the Chair-Elect or Co-Chairs-Elect, the Secretary or Co-Secretary, the Treasurer, the immediate Past-Chair or immediate Past-Co-Chair, the Communications Officer, and one representative from each major area as described in Section III. ASC will elect major area representatives to the Executive Committee annually. In the

event that the number of ASC representatives in any area exceeds ten, then a second representative from that area to the Executive Committee shall be elected.

(Revisions to Section IV approved by ASC on 04/02/98, 05/01/2008, 03/05/2009, 02/02/12, and 06/05/14.)

SECTION V - Meetings

Meetings of ASC and the Executive Committee will be held on a regular basis. A meeting of the entire administrative staff will be called by the Executive Council at least once a year. Special meetings of the full administrative staff may be called upon the request of 10 percent of the full membership of the administrative staff or a majority of members of ASC. The Secretary or Co-Secretary shall provide timely notification of all meetings.

SECTION VI - Authorities and Amendments

This Charter, the Bylaws, and other policies will govern ASC and all procedures as subsequently approved by the appropriate membership.

This Charter may be amended by a two-thirds (2/3) vote of Administrative Staff Council provided that a copy of the amendment has been distributed to the full administrative staff membership at least 20 days prior to the meeting at which the amendment is to be considered.

Original

SECTION IV - Officers and Committees

Officers

Officers of Administrative Staff Council shall be Chair or Co-Chairs, Chair-Elect or Co-Chairs-Elect, Secretary, and Treasurer. Officers shall be elected each year by all members of the administrative staff. Initial nominations for officers shall be made by the full membership.

The Chair, Co-Chairs, Secretary, and Treasurer shall serve one-year terms; the Chair-Elect or Co-Chairs-Elect shall serve one year as Chair-Elect or Co-Chairs-Elect and the following year as Chair or Co-Chairs. The term of office on Administrative Staff Council shall be extended appropriately for any member elected Chair-Elect or Co-Chairs-Elect. Officers may be removed from office by a two-thirds vote of the full membership of Administrative Staff Council.

Duties of the Officers

The Chair or one of the Co-Chairs shall preside at all meetings and the Chair, Co-Chair (or designee) shall represent the administrative staff to all appropriate bodies and individuals. The Chair or Co-Chairs shall serve on the Executive Committee as the immediate Past-Chair or immediate Past-Co-Chair at the end of the current term.

The Chair-Elect or Co-Chairs-Elect shall assume all responsibilities of the Chair in case of the Chair's absence or resignation, and shall assume the role of Chair at the end of the Chair's or Co-Chairs' term of office. The Chair-elect or Co-Chairs-Elect shall serve on the Executive Committee during the current term.

The Secretary shall provide timely notification of all meetings; maintain an accurate record of meetings and distribute minutes to Administrative Staff Council in a timely manner; notify Administrative Staff Council members when they have been designated as absentee; serve as chair of the Elections Sub-Committee; and maintain a permanent record of all nomination and election results and place amendment proposals on the Administrative Staff Council agenda for debate, refinement, or amendment before a final vote. The position of Secretary may be jointly held at the discretion of the Administrative Staff Council executive committee.

The Treasurer shall maintain the budget of Administrative Staff Council as described in the Bylaws of Administrative Staff Council, Article 6. The Treasurer also shall serve as chair of the Finance Committee.

Committees

Executive Committee.

The Executive Committee shall be composed of the Chair or Co-Chairs, the Chair-Elect or Co-Chairs-Elect, the Secretary, the Treasurer, the immediate Past-Chair or immediate Past-Co-Chair, and one representative from each functional area. In the event that the number of Administrative Staff Council representatives in any area exceeds ten, then a second representative from that area to the Executive Committee shall be elected.

Amended version

SECTION IV - Officers and Committees

Officers

Officers of Administrative Staff Council shall be Chair or Co-Chairs, Chair-Elect or Co-Chairs-Elect, Secretary, **Treasurer, and Communications Officer**. Officers shall be elected each year by all members of the administrative staff. Initial nominations for officers shall be made by the full membership.

The Chair, Co-Chairs, Secretary, **Treasurer, and Communications Officer** shall serve one-year terms; the Chair- Elect or Co-Chairs-Elect shall serve one year as Chair-Elect or Co-Chairs-Elect and the following year as Chair or Co-Chairs. The term of office on Administrative Staff Council shall be extended appropriately for any member elected Chair-Elect or Co-Chairs-Elect **to run through the end of term as immediate Past Chair or immediate Past-Co-Chair**. Officers may be removed from office by a two-thirds vote of the full membership of Administrative Staff Council.

Duties of the Officers

The Chair or one of the Co-Chairs shall preside at all meetings and the Chair, Co-Chair (or designee) shall represent the administrative staff to all appropriate bodies and individuals. The Chair or Co-Chairs shall serve on the Executive Committee as the immediate Past-Chair or immediate Past-Co-Chair at the end of the current term.

The Chair-Elect or Co-Chairs-Elect shall assume all responsibilities of the Chair in case of the Chair's absence or resignation, and shall assume the role of Chair at the end of the Chair's or Co-Chairs' term of office. The Chair-elect or Co-Chairs-Elect shall serve on the Executive Committee during the current term.

The Secretary shall provide timely notification of all meetings; maintain an accurate record of meetings and distribute minutes to Administrative Staff Council in a timely manner; notify Administrative Staff Council members when they have been designated as absentee; ~~serve as chair of the Elections Sub-Committee~~ **perform all duties associated with elections and orientation**; and maintain a permanent record of all nomination and election results and place amendment proposals on the Administrative Staff Council agenda for debate, refinement, or amendment before a final vote. The position of Secretary may be jointly held at the discretion of the Administrative Staff Council executive committee.

The Treasurer shall maintain the budget of Administrative Staff Council as described in the Bylaws of Administrative Staff Council, Article 6. ~~The Treasurer also shall serve as chair of the Finance Committee.~~

The Communications Officer shall be responsible for the promotion of Administrative Staff Council and marketing of ASC-related events and provide suggestions for promotional marketing to ASC and its officers. The ASC Communications Officer will maintain ASC's website and social media presence.

Committees

Executive Committee.

The Executive Committee shall be composed of the Chair or Co-Chairs, the Chair-Elect or

Amended version

Co-Chairs-Elect, the Secretary, the Treasurer, **the Communications Officer**, the immediate Past-Chair or immediate Past-Co-Chair, and one representative from each functional area. In the event that the number of Administrative Staff Council representatives in any area exceeds ten, then a second representative from that area to the Executive Committee shall be elected.

BYLAWS OF ADMINISTRATIVE STAFF COUNCIL
BOWLING GREEN STATE UNIVERSITY

ARTICLE 1: Meetings

SECTION 1: Regular Council Meetings

Regular meetings of Administrative Staff Council (ASC) will be held once each month during the academic year and as needed during the summer. Council members are expected to attend each meeting and will be notified of the date, time, and location at least two weeks prior to the date.

The Executive Committee will determine which issues for consideration by Council are minor and which are major. Minor issues may be read and voted on at a meeting. Major issues will have two readings. At the first reading, Council may ask questions in order to clarify any part of the proposal and the proposal may be debated, refined, and/or amended. At the second-reading, there may be discussion and debate. If the proposal is amended, the Chair or Co-Chairs will determine if the change is significant enough to warrant additional review by constituents. A vote on a major issue may be taken without a second reading if there is a motion to suspend the Bylaws. The motion must be approved by a two-thirds (2/3) majority of the full Council.

(Revisions to Article 1, Section 1 approved by ASC on 01/04/96, 03/01/12, and 06/05/14.)

SECTION 2: Special Council Meetings

Special meetings of ASC may be called by the Executive Committee or by one-third (1/3) of the members of the full Council.

SECTION 3: Administrative Staff Meetings

The entire Bowling Green State University administrative staff should meet at a called session at least once each year. Special meetings of this group may be called upon the request of 10 percent of the full membership of administrative staff or by a majority of the members of ASC. The Secretary or Co-Secretary will provide timely notification of all meetings. Issues may be discussed and suggestions made. Any votes to be taken will be by ballot distributed to the entire administrative staff.

(Revisions to Article 1, Section 3 approved by ASC on 03/01/12 and 06/05/14.)

SECTION 4: Executive Committee Meetings

The ASC Executive Committee will meet twice each month during the academic year and once each month at other times. Special meetings of the Executive Committee will be called by the Chair, the Co-Chairs, the Co-Chairs-Elect, or by a majority of the members of the Committee.

(Revisions to Article 1, Section 4 approved by ASC on 05/01/08 and 06/05/14.)

SECTION 5: Alternates at Administrative Staff Council Meetings

Any ASC member who finds that attendance at an ASC meeting is not possible will designate an alternate. Alternates must be chosen from the major area represented by the council member and must be identified to the ASC Chair or Co-Chairs prior to the beginning of the meeting. An alternate so chosen and so identified may participate in discussion, initiate motions and vote on all issues, save those involving amendment to the Charter or Bylaws.

(Revisions to Article 1, Section 5 approved by ASC on 01/04/96 and 06/05/14.)

SECTION 6: Attendance Policy

Each ASC member must select a designated alternate who may substitute for the said ASC member. If the designated alternate is unable to attend, another member from the appropriate major area should be chosen. An ASC member who is absent in excess of three regular meetings who has not sent an alternate will be designated as absentee.

After the Secretary or Co-Secretary has notified the ASC member of his or her designation as absentee, his or her name will be placed before members of the Executive Committee at any regular meeting. At that time, a vote of two-thirds (2/3) of those present will be sufficient to remove the absentee ASC member from office.

(Revisions to Article 1, Section 6 approved by ASC on 01/04/96 and 06/05/14.)

ARTICLE 2: Committees

SECTION 1: Executive Committee

The ASC Executive Committee will act for the Council between meetings and will act as or designate a liaison between ASC and other governance groups, individuals, and agencies. The Executive Committee will set the agendas for ASC meetings and will set priorities and goals for ASC annually at the beginning of each fiscal year. The Executive Committee also will present the proposed committee goals in writing to each committee during the first ASC meeting of the fiscal year. Each committee will amend and approve its goals by the second ASC meeting of the fiscal year.

(Revisions to Article 2, Section 1 approved by ASC on 02/04/10, 03/01/12, and 06/05/14.)

SECTION 2: Administrative Staff Council Standing Committees

Recommendations or self-nominations will be solicited from the administrative staff membership at the time of the annual campus-wide ASC elections. ASC members may be nominated or may self-nominate to serve on ASC standing committees. The members of ASC standing committees will be appointed from the nominations by the Chair or Co-Chairs of ASC in consultation with the Executive Committee, and will include administrative staff members at large and members of ASC. Non-ASC members shall comprise no more than 50 percent of standing committee membership. Membership on these committees will be for one year. Members are eligible for reappointment.

Standing committees may appoint subcommittees whose members need not be ASC representatives. The Chair or Co-Chair of ASC will appoint a chair or co-chairs for each standing committee from the ASC membership. Each committee chair or co-chairs will submit in May a yearly report of the committee's activities to the Executive Committee. This annual report will include the committee's proposed goals for the following year. Based on the goals for each committee, the Executive Committee will determine the number of members required for each committee to avoid over- and under-populated committees. When necessary, it will be incumbent on the committees to work closely on issues that overlap. The duties and responsibilities of the following ASC standing committees are:

- A. Professional Development Committee - This committee is charged with aiding and encouraging the professional growth and development of administrative staff. It will study and recommend

action with regard to professional leaves, continuing education and recognition of professional achievement.

- B. Personnel/Welfare and Compensation Committee - This committee is to review, study, and recommend Council action on matters involving general salary policies, benefits, performance, evaluation, and policies and procedures that affect the functioning of administrative staff in their positions. The committee will conduct an annual salary market comparison, work with Human Resources on wage and compensation-related issues, proactively review current compensation policies, and yearly review the Administrative Staff Handbook for possible required revisions of outdated policies and procedures relative to current university practices.
- C. Student Scholarship Committee - The responsibility of this committee is to administer all aspects of the administrative staff student scholarship program. This committee conducts fund-raising activities and implements and awards scholarships for the student scholarship program.
- D. Amendments Committee - The responsibility of this committee is to initiate and receive proposed amendments to the Charter or Bylaws and to report to ASC on all proposed amendments. This committee will annually review the ASC Charter, Bylaws, and Handbook for accuracy of content and will propose revisions as necessary. This committee will be responsible for understanding the Charter and Bylaws so as to serve as a policy resource to the Chair or Co-Chairs and officers as well as ASC representatives. The Amendments Committee is responsible for recording and maintaining a history of ASC Charter, Bylaws, and Handbook amendments as well as BGSU policy changes affecting administrative staff. Each May the complete history of record will be submitted to the ASC Secretary or Co-Secretaries for archiving.
- E. Awards and Recognition Committee - This committee is to develop and recommend to ASC ways to recognize administrative staff for their outstanding achievements. The committee also will handle all responsibilities associated with the planning, advertisement, selection, and presentation of all ASC-sponsored awards and recognition including the annual awards reception and monthly award presentations. Committee members will have been employed by the University for at least three years.
- F. Election and Orientation Committee - This committee will annually initiate, conduct, tabulate, and announce the results of nominations and elections for both ASC and appropriate University standing committees and maintain eligibility and voting records. Nominations and elections for ASC include, but are not limited to, new ASC representatives, ASC officers, the ASC Executive Committee, and University standing committees. Eligibility and voting results should be included in the committee's yearly report and submitted each May to the ASC Secretary or Co-Secretary for archiving.
- G. Marketing and Communications Committee - This committee is responsible for the promotion of ASC and marketing of ASC-related events. This committee will also provide suggestions for promotional marketing to ASC and its officers. The ASC Communications Officer will serve as chair of this committee. This committee will maintain ASC's website and social media presence.
- H. Outreach and Activities Committee - This committee is responsible for planning and implementing social activities to engage administrative staff and planning and implementing charitable and other

external events to promote administrative staff engagement with the community external to BGSU. This committee does not participate in planning the ASC annual awards reception.

(Revisions to Article 2, Section 2 A. – H. approved by ASC on 01/04/96; 05/01/97; 05/05/01; 05/01/08; 03/01/12; and 06/05/14.)

SECTION 3: University Standing Committees

Those administrative staff members elected to University standing committees need not be ASC representatives and will be elected by the entire administrative staff. In the event of an unanticipated request for an administrative staff representative to a committee, agency, panel, or other such body, the Executive Committee may appoint an administrative staff member for the first term only. Subsequent representatives will be elected. Each elected representative will serve for the term designated by the particular committee. In the event that the individual committee sets no length of service, the term will last three years.

SECTION 4: Ad Hoc Committees

ASC ad hoc committees will be created by and responsible to the Executive Committee, which will appoint members, including the chair, who need not be ASC representatives. The Executive Committee will also appoint representatives of the administrative staff to University ad hoc committees. After two years, an ASC ad hoc committee will either cease to function or will request to be made a standing committee through the Amendments Committee.

(Revisions to Article 2, Section 4 approved by ASC on 04/99, 03/01/12, and 06/05/14.)

ARTICLE 3: Apportionment of Administrative Staff Council Membership

Annually, the Executive Committee will assess the apportionment of the ASC membership for the purpose of determining proportional representation on ASC as provided for in Section III of the ASC Charter. The Executive Committee will report its findings to ASC.

ARTICLE 4: The Election/Appointment Process

SECTION 1: Elections to Administrative Staff Council

- A. Nominations - On completion of the apportionment of ASC membership, the Election and Orientation Committee, annually, will seek nominations of candidates for election to ASC. Votes will be cast by the total administrative staff for those candidates in their major areas.
- B. Elections - The Election and Orientation Committee, annually and following certification of candidates, will conduct ASC elections. Votes will be cast by the total administrative staff for those candidates in their major areas.

(Revisions to Article 4, Section 1 approved by ASC on 04/02/98, 05/05/01, and 06/05/14.)

SECTION 2: Nominations and Elections to University Standing Committees

Any administrative staff member will be eligible for membership on University standing committees as provided in Article 2, Section 3 of the Bylaws of ASC.

- A. Nominations - Annually the Election and Orientation Committee will seek from the total administrative staff nominations and self-nominations for election to specific University standing committees.
- B. Elections - The Election and Orientation Committee, annually and upon certification of candidates, will conduct the election of members to specific University standing committees. Votes will be cast by the total administrative staff.

(Revisions to Article 4, Section 2 approved by ASC on 05/05/01 and 06/05/14.)

SECTION 3: Nomination and Election of Administrative Staff Council Officers

The ASC officers shall be those defined in Section IV of the ASC Charter.

- A. Nominations - On completion of the election of ASC representatives, the Election and Orientation Committee will request of the Executive Committee that it annually prepare a list of nominees for election as officers of ASC. Also, the Election and Orientation Committee will, by written notice, annually solicit additional nominations for ASC officers from the total administrative staff membership. Officer nominees must be currently serving or have served at least one year on ASC.
- B. Elections - The Election and Orientation Committee, annually and following certification of candidates, will conduct the election of ASC officers. Votes will be cast by the total administrative staff. Each administrative staff member will vote only once in each election.

(Revisions to Article 4, Section 3 approved by ASC on 05/05/01 and 06/05/14.)

SECTION 4: Nomination and Election of Administrative Staff Council Area Representatives to the Executive Committee

The area representatives to the Executive Committee will be those defined in Section IV of the ASC Charter. Area representatives serve one-year terms and are eligible for re-election.

- A. Nominations - Annually, the Election and Orientation Committee will prepare a list by major area of those ASC members eligible for election to the Executive Committee. A representative must have served a minimum of one year on Council (current term or past term) to be eligible for election to the Executive Committee.
- B. Elections - The Election and Orientation Committee, annually and following certification of candidates, will conduct the election of ASC major area representatives to the Executive Committee. Votes will be cast by the ASC representatives for those candidates in their major areas.

(Revisions to Article 4, Section 4 approved by ASC on 04/02/98, 05/05/01, and 06/05/14.)

SECTION 5: Nomination and Appointment to Administrative Staff Council Standing Committees

ASC standing committees will be comprised of members and non-members of ASC as provided for in Article 2, Section 2 of the Bylaws of ASC.

- A. Recommendations and Self-Nominations - Administrative staff members at large may be recommended or may self-nominate at the time of annual campus-wide elections to serve on

ASC standing committees. ASC members may be recommended or may self-nominate to serve on ASC standing committees.

- B. Appointment - From among the recommendations and self-nominations, the ASC Chair or Co-Chairs in consultation with the ASC Executive Committee annually will fill vacancies on ASC standing committees.

SECTION 6: General Procedures

- A. The Election and Orientation Committee will prepare, distribute, receive, and tabulate all nomination forms and election ballots. Nominees will declare their intention of running for an individual seat or a shared position (e.g., Chair-Elect or Co-Chair-Elect) at the point of submitting his or her name for election. The Executive Committee will determine the slate of candidates based on the declared intention of the nominees and the number of nominees to run for election. It may be the case, as a result of the above determination, that one individual runs as chair-elect against a slate of two candidates running as Co-Chairs-Elect.

The person who receives the most votes will be declared the winner of the election or nomination. In the case where more than one person is running for election, the person receiving the most votes will be declared the winner of the election, office, or nomination and the person receiving the next most number of votes will be declared the co-winner, co-officer or co-nominee. In case of a tie, a runoff election will be conducted involving only those who tied. In the event that there is an impasse, the vacancy will be filled by lot conducted by the Executive Committee.

- B. The Election and Orientation Committee will certify candidates to include eligibility for the office and the consent of the candidate to stand for election.
- C. The Election and Orientation Committee will certify the results of elections. Such certification shall be reported to the Executive Committee.
- D. The Election and Orientation Committee will conduct nominations and elections designated in the Bylaws.
- E. The final date for receipt of nomination forms and election ballots is 10 work days after distribution by the Election and Orientation Committee.
- F. The results of all nominations and elections will be reported to ASC by the Election and Orientation Committee at the first regularly scheduled ASC meeting following tabulation of the results.
- G. The Election and Orientation Committee will retain all nomination forms, election ballots, and working papers for a period of 20 work days following their tabulation after which time they shall be destroyed.
- H. The Secretary or Co-Secretary of ASC will maintain a permanent record of all nominations and election results.
- I. The Executive Committee will decide any challenge to the conduct or results of a nomination process or of an election.

(Revisions to Article 4, Section 6 approved by ASC on 05/05/01, 05/01/08, and 06/05/14.)

ARTICLE 5: Vacancies

Positions vacated by resignation or for other reasons prior to the dates of the annual election for the position vacated will be filled as follows:

SECTION 1: Administrative Staff Council Chair or Co-Chairs

A vacancy in the position of ASC Chair will be filled by the Co-Chair. If there is no Co-Chair, the position will be filled by the Chair-Elect. If the Chair-Elect or a Co-Chair-Elect is unable to fill the position of chair for the remaining part of the year, the title of Chair-Elect or Co-Chair-Elect will be retained, and the ASC Chair vacancy will be filled by the candidate who received the second highest number of votes for Chair-Elect or Co-Chair-Elect. If no other candidate appears on the ballot, the members of ASC will elect a Chair or Co-Chairs from within the Council or from amongst those who have served as Chair or Co-Chair of ASC in the past.

(Revisions to Article 5, Section 1 approved by ASC on 05/01/08 and 06/05/14.)

SECTION 2: Other Vacancies

A vacancy in other positions provided for in the ASC Charter will be filled by the person who, in the preceding election, received the next highest number of votes for the position vacated. In the event that there is a tie in the number of votes for the persons receiving the next highest number of votes, the vacancy shall be filled by lot conducted by the Executive Committee. In the event that a vacancy is not filled as specified in Article 5, Sections 1 and 2, the Executive Committee will appoint a replacement for that position until the end of the fiscal year.

If a council member chooses to take an approved leave from the Council during the term of office, a permanent substitute for the term of the leave from the same constituent group will be chosen by the council member. One month prior to the beginning of the leave period, the name of the substitute shall be submitted to the Executive Committee for confirmation. The substitute will have full voting privileges and will meet all obligations of a full council member. Should an approved leave be granted for more than one year, the council member shall be obligated to resign.

(Revisions to Article 5, Section 2 approved by ASC on 06/05/14.)

ARTICLE 6: Finance

The Treasurer will have the responsibility for the budgeting and control of funds designated for ASC as follows:

1. University Budgets

Prepare and submit an annual budget for the coming fiscal year to ASC for review and approval.

After ASC approval, submit the proposed budget request to the appropriate University budget review committee according to established procedure.

2. Foundation Accounts

These accounts will include cash donations from contributions not part of the University budget to be used as the need arises.

The person who is authorized to pay expenses through the budget and the Foundation account shall be the Treasurer.

In addition, a final annual report for the preceding fiscal year for both the University budget and the Foundation accounts will be submitted to ASC by October 30.

(Revisions to Article 6 approved by ASC on 06/05/14.)

ARTICLE 7: Official Liaison

SECTION 1: President's Representative

The designee as appointed by the President will be the official liaison to ASC. The President of the University will have a standing invitation to meet with the Council.

(Revisions to Article 7, Section 1 approved by ASC on 03/01/12 and 06/05/14.)

SECTION 2: Faculty Senate

The Chair or Co-Chairs of the ASC Executive Committee shall appoint a member of Council to serve as liaison with Bowling Green State University Faculty Senate (Faculty Senate). This liaison will attend all scheduled meetings of Faculty Senate as necessary and will serve as a communication link between Faculty Senate and ASC. This designee will be granted rights and privileges as deemed appropriate by Faculty Senate. A reciprocal seat to ASC for a representative from Faculty Senate will be granted.

Any changes in the rights and privileges deemed appropriate by Faculty Senate to the ASC liaison to Faculty Senate will result in a reciprocal change in the rights and privileges of the Faculty Senate liaison to ASC, and vice versa. Due notice of such changes will be given to the Chair or Co-Chairs of ASC and/or Faculty Senate and implementation of said changes will occur concurrently between Faculty Senate and ASC.

(Revisions to Article 7, Section 2 approved by ASC on 05/02/02 and 06/05/14.)

SECTION 3: Classified Staff Council

The Chair or Co-Chairs of the ASC Executive Committee will appoint a member of Council to serve as liaison with Bowling Green State University Classified Staff Council (CSC). This liaison will attend all scheduled meetings of CSC as necessary and will serve as a communication link between CSC and ASC. This designee will be granted rights and privileges as deemed appropriate by CSC. A reciprocal seat to ASC for a representative from CSC will be granted.

Any changes in the rights and privileges deemed appropriate by CSC to the ASC liaison to CSC will result in a reciprocal change in the rights and privileges of the CSC liaison to ASC, and vice versa. Due notice of such changes will be given to the Chairs or Co-Chairs of ASC and/or CSC and implementation of said changes will occur concurrently between CSC and ASC.

(Revisions to Article 7, Section 3 approved by ASC on 05/02/02 and 06/05/14.)

SECTION 4: Additional Organizations

The ASC Chair or Co-Chairs, after consultation with and approval of ASC, may invite a representative of another organization to serve as liaison from that group to ASC. The rights and privileges deemed appropriate by ASC will be extended to the liaison. Reciprocal rights will be negotiated with the other organization.

(Revisions to Section 4 approved by ASC on 06/05/14.)

ARTICLE 8: Quorum

SECTION 1: Administrative Staff Council and ASC Committees

To conduct ASC business, two-thirds (2/3) of the ASC voting membership must be present. A majority vote of those present is required to take official action. Committee action will be taken only by a majority of the committee's membership.

(Revisions to Article 8, Section 1 approved by ASC on 01/04/96 and 06/05/14.)

SECTION 2: Full Administrative Staff

At a meeting of the full administrative staff, those present constitute a quorum.

ARTICLE 9: Rules of Order

Robert's Rules of Order, Newly Revised, will be the authority on parliamentary procedure at any meeting of the Council or its committees.

ARTICLE 10: Amendments to the Charter and Bylaws

SECTION 1: The Proposal Process

- A. All proposals to amend the Charter and/or Bylaws will be presented to the Amendments Committee by one or more of the following:
 - Majority of the Executive Committee
 - Petition signed by 10 percent of the ASC membership
 - The Amendments Committee
 - Petition signed by 10 percent of the full administrative staff
- B. All proposals will be presented to the Amendments Committee in writing in the following format:
 - The original text to be amended will be stated in its entirety first.
 - The text to be deleted or altered will be identified (e.g., by striking through text to be deleted or by using italicized or bold typeface for text to be altered).
- C. The Amendments Committee will distribute the written proposal electronically to ASC members before the meeting, and present a paper copy of the proposal during the first ASC meeting following receipt of the proposal by the Committee. The amendment proposal will not be debated, refined, or amended, but members of the Council may ask questions in order to clarify any part of the proposal.
- D. After the amendment proposal meets all of the requirements of this article, the Secretary or Co-Secretary of ASC will place it on the agenda of a Council meeting at which time the amendment proposal may be debated, refined, or amended before final vote.

SECTION 2: Bylaws Amendment Process

- A. The Bylaws will be amended by a three-fourths (3/4) vote of the members present at the Council meeting.
- B. Voting on proposed amendments to the Bylaws will be by written ballot.
- C. Unless otherwise provided, all amendments will take effect immediately.
- D. A proposed amendment to the Bylaws may be withdrawn by a majority of the petitioners.

SECTION 3: The Documentation Process

- A. The Amendments Committee will include in its annual report to the Chair or Co-Chair a list and copies of all amendment proposals made during the year and the status of each (e.g., approved, pending approval, tabled, etc.).
- B. The Chair or Co-Chair of ASC or designee will forward all approved amendments in writing to the ASC Communications Officer for posting on the ASC website.

SECTION 4: The Follow-Up Process

The Amendments Committee will be responsible for monitoring and ensuring that all amendment proposals approved during the previous year(s) have been included in the most recent revision of the ASC Charter and Bylaws posted on the ASC website as appropriate, and will report their findings to the Chair or Co-Chairs of ASC.

(Revisions to Article 10 approved by ASC 03/05/98, 03/01/12, and 06/05/14.)

SECTION 5: ASC OFFICIAL INFORMATION

The ASC website, located via Bowling Green State University's website, will be the official vehicle used to disseminate ASC information to all administrative staff members and other members of the University community. Additional forms of communication may be used as deemed necessary.

(Revisions to Article 5 approved by ASC 06/05/14.)