

Bylaws

University of Maryland Extension Staff Advisory Council

1.0 Purpose

The purpose of these bylaws is for the operation of the University of Maryland Extension (UME) Staff Advisory Council (SAC) created by the University of Maryland, Extension Plan of Organization (EPO). The SAC shall advise Associate Dean/Associate Director (AD) in staff related matters. The purpose of the SAC as stated in the EPO is to provide recommendations related to staff matters to the University of Maryland Extension Council (UMEC).

2.0 Membership

Membership in the SAC shall include all UME exempt and non-exempt staff. Employees may only hold membership in their respective council. Note: any discussion of merit pay is institutional.

3.0 Leadership

An Executive Committee shall be made up of the Chair, Chair-Elect and four additional members representing staff with both exempt and non-exempt represented. An At-Large position may be appointed to ensure committee diversity. A secretary will be appointed each year by the Executive Committee from within the Executive Committee membership. The Executive Committee will be available to provide input on critical and emerging issues as needed by the Associate Dean/Associate Director.

The Chair shall serve a term of one year and be responsible for organizing and facilitating the meetings of both the Executive Committee and the SAC. This position will serve as a SAC representative on UMEC.

The Chair-Elect shall serve a term of one year and then move to serve a one year term as Chair. The SAC Chair-Elect serves in the absence of the chair at SAC meetings and this person serves as the nominating committee chair for officers and new committee members. This position will serve as a SAC representative on UMEC. This position will continue in an advisory capacity as Past Chair for one year after their term as Chair has ended.

The Secretary shall serve a term of one year and be responsible for taking minutes for both executive and general meetings and post the same on UME Answers under UME_Organization and to facilitate any correspondence necessary. This position will serve as a SAC representative on UMEC in the absence of the Chair or Chair-Elect.

Terms of appointment begin on July 1 and are for two years, running through June 30, with an opportunity to serve one successive term. After serving two terms committee members must sit out for at least one year before being renominated. Committee members may be self-nominated. The Associate Dean/Associate Director coordinates the call for nominations. A list of eligible candidates is developed from those individuals nominated. The election is coordinated by the Associate Dean/Associate Director's office. Positions will be staggered, with three positions elected each year. The Chair, Chair-Elect, and Secretary shall be appointed from within the Executive Committee. Three members of the executive committee will be appointed to serve for a third year in order to initiate staggered terms. They will be the Chair, Chair-Elect and the Secretary.

4.0 Meetings

4.1 SAC Executive Board Meetings

The SAC Executive Board shall meet at least three times per year in August, December, and March when called by the Chair. If formal business is to be conducted, it will be done in accordance with Robert's Rules of Order Newly Revised. Other meetings will be called by the Chair as deemed necessary.

4.2 SAC General Meetings

The SAC shall meet at least three times per year in September, January, and April when called by the chair. If formal business is to be conducted, it will be done in accordance with Robert's Rules of Order Newly Revised. Other meetings will be called by the Chair as deemed necessary. Each of the three meetings will be held via WebEx (or the University's current web meeting platform).

5.0 Quorum and Voting

5.1 Quorum

In order for business to be conducted at the meeting, a minimum of 6 individuals is required to be in attendance.

5.2 Voting Policy

50% plus 1 of those who vote. All voting will be conducted online with a deadline set at least one week after the call for a vote.

6.0 Amendments

These Bylaws may be amended, revised or repealed by a two-thirds vote [ND1] at any regularly scheduled meeting. Such changes, however, including the text of any amendment, revision or repeal must be provided to the SAC at least 15 days in advance of the meeting and included as part of the meeting agenda.

These bylaws were approved by a majority vote of 49 staff members via electronic voting.

Adopted: September 19, 2017

Amended: September 24, 2018

Amended: September 23, 2019 (62 voting members)