

**THE UNIVERSITY OF SOUTHERN MISSISSIPPI
STAFF COUNCIL
STANDING RULES**

Standing rules are informal, yet detailed, guidelines that describe the procedures of the Council. Their purpose is to provide guidance regarding the procedures, expectations, and standards of the Council. These guidelines are meant to be flexible and reflect the will of the Council; therefore, they may be revised at any Council meeting by a majority vote.

A. COMMITTEES

1. Unless otherwise stated in the Constitution, standing committees should be composed of five members to allow for a quorum.
2. The Election committee should be composed of a representative from each EEOC category plus any branch of the University as specified in the Constitution, Division II, Article 1, Section 2.
3. Standing committees should establish a standard time to meet monthly.
4. Written committee reports or outlines should be distributed at the Council meeting and should be submitted to the Chair of the Council five working days in advance of the meeting.
5. To promote the continuity of information, outgoing committees should meet with incoming committees to pass materials and to review the history and procedures of the committee before the August meeting.

B. COUNCIL MEETINGS

1. The maximum time for meetings, including the guest speaker, is 1 1/2 hours, except for special events, such as the December meeting and the parliamentary procedures meeting. Time for guest speakers should be 30 minutes including questions from members.
2. The University parliamentarian, or other authority on parliamentary procedure, should be invited to give a presentation at the July meeting each year. An abbreviated guide to parliamentary procedures should be distributed to each member. Members leaving the Council should return these materials at the end of their tenure to the Council Parliamentarian.

3. In spirit of unification between the Hattiesburg and Gulf Coast campuses, the Council will meet two times yearly on the Gulf Coast, with one of those meetings at the Gulf Coast Research Lab. There will be one meeting in the Fall and one in the Spring.
4. In order for action items to be considered at Council meetings, they should be submitted by the 15th day of the month prior to the next Council meeting unless otherwise deemed by the Chair.
5. All action items submitted to Council should be signed by the constituent in order to give a response of action taken by the Council. In order for the confidentiality of the constituent to be protected, the council member submitting the agenda item may keep the constituent anonymous to the full council.

C. PRESIDENTIAL RESPONSIBILITY

1. The President of Staff Council shall at the June recognition luncheon present to all outgoing members of Staff Council a certificate of thanks for serving on Staff Council.
2. The President of Staff Council shall at the June recognition luncheon present to all outgoing committee members and chairs a certificate of recognition for their service on these committees.
3. The President of Staff Council shall at the June recognition luncheon present to the outgoing officers a certificate of recognition for their service.
4. The incoming President of Staff Council will sign the outgoing President's certificate of recognition and present it at the July meeting along with the plaque of appreciation.

D. MEMBER ELECTIONS

1. Election ballots shall be maintained by the President of the Council for a period of three years following elections for reference purposes in the event of a vacancy.
2. Election Committee shall prepare a summary of member elections to be maintained with election ballots.
3. The Staff Council is composed of one (1) member for every 44 staff members as established in 1989. One Staff Council member for every 44

staff will allow the number of representatives to continue to increase as the number of staff increases on all campuses. This will provide continued representation of a smaller number of staff members; yet will also allow the Staff Council body to grow as necessary.

4. The Interest Inquiry Survey is prepared one month prior to elections (see Bylaws, Division 1. Article 2). In the event there are not a sufficient number of responses (depending on the number to be elected to that particular EEOC category) from the Interest Inquiry Survey, all names in the particular EEOC category will be listed on the member election ballot. A statement on the ballot will be made as to why all names appear on the ballot.
5. In the event of a tie, a runoff election will be held.

E. VACANCIES

1. The President of the Council should make a good faith effort in making a recommendation and/or appointment to fill the unexpired term of a Council member by referring to the most recent ballot of an EEOC category.

F. STAFF COUNCIL SERVICE AWARD

1. A Staff Council Service Award is established to recognize a university employee for dedication, leadership, service and unselfish contribution of time and effort in the promotion of the mission and goals of the University. Any part-time or full-time employee with a minimum of one year of continuous service to Southern Miss is eligible. A person may receive the award once in a 3-year time period. No current Staff Council member can be eligible for the Staff Council Service Award.
2. The Staff Council Service Award will be given twice each year – one Fall award winner (August) and one Spring award winner (January). Nominations will be accepted at any time during the year, however, the following deadlines have been set in order to give ample time to consider all nominations:
 - Fall Award – Nominations due by July 1
 - Spring Award – Nominations due by December 1
3. The Staff Council University Relations Committee will assume responsibility of receiving and judging nominations. A scoring rubric should be used to rank applications. Committee members should rank applications and then Chair will compile results and notify President.
4. The Staff Council University Relations Chair will make sure recipient is present at meeting for recognition.

5. Receipt of the Staff Council Service Award does not replace or supersede a staff member's annual evaluation by their immediate supervisor. If a nominee is not selected, they must be re-nominated to be reconsidered. Nominations do not roll over to the next semester.
6. A nomination form will be approved by the Staff Council and posted on the Staff Council website. The call for nominations will be made through the university email system.

G. OUTSOURCED EMPLOYEES

1. The President of Staff Council, or appropriate appointee, will make a good faith effort in contacting the CEO or business representative of each of those areas that are outsourced by the University. The purpose of Staff Council shall be discussed and the CEO will be invited to send a representative to attend Staff Council monthly meetings.
2. The selected representative should be identified by the CEO and the President of Staff Council notified so that proper meeting notices can be sent.
3. Any current Staff Council member whose employment position becomes outsourced shall remain on the Council until their term expires, if agreeable with the outsourced unit's CEO. If an outsourced unit's CEO does not allow their employee to complete their elected term on Staff Council, that position will be declared vacant and will not be filed.
4. Any representative of an outsourced unit shall serve as an auxiliary member (Constitution, Article 1, Section 6) providing assistance to committees as needed and determined by the Staff Council President. Auxiliary members may not vote, serve on standing committees, or serve as an officer of the Council.
5. Employees of outsourced units who were employees of the University prior to July 2004, and who serve on the Council, shall retain the same privileges accorded to University employees serving on the Council.