

OREGON INSTITUTE OF TECHNOLOGY

Administrative Council
Of Oregon Institute of Technology

Charter & Bylaws

Charter

Section I Name

The name of this organization shall be the Administrative Council of Oregon Institute of Technology, created by Presidential action on 2 February 1997.

Section II Purpose

The purpose of the Administrative Council, hereafter referred to as "AC," is to represent the ideas and interests of administrative staff members to the President and other campus constituencies. The AC will:

- 1.) Be available to serve in an advisory capacity to the President and other appropriate administrators;
- 2.) Maintain ongoing contact with the Faculty Senate;
- 3.) Consider appropriate campus-wide issues where the input and/or interest of administrative staff are relevant, and make appropriate recommendations about these issues.
- 4.) Review regarding proposed Oregon Institute of Technology policies and procedures and advise appropriate parties accordingly.

Section III Amendment of the Charter

This charter may be amended by a 2/3 vote of the members present at an administrative staff meeting called for this purpose. Proposed amendment of this charter shall be distributed to all administrative staff at least seven calendar days prior to the meeting called for the purpose of voting upon the amendment.

Bylaws

Section I Membership

- A. Definition of administrative staff
Administrative staff of OIT are defined as all unclassified OIT employees with primary job functions in the areas of administration, service, or research (rather than in the area of classroom instruction).
- B. Eligibility
Any member of the OIT administrative staff, with the exception of the President, is eligible to be appointed or elected to the AC.
- C. Number of Members
The AC shall be composed of eight members.
- D. Appointment and Election of Members
One of the eight members of the AC shall be appointed by the college President, as set forth in Section III of these Bylaws. Six (6) members shall be elected by members of the administrative staff as set forth in Section IV of these Bylaws. One member will be a non-voting faculty member appointed by the Faculty Senate.

Section II Term of Service

The standard term of service for elected representatives will be two years. The President's appointee shall serve for a term determined by the President. The representative from Faculty Senate will have a one-year term. A term of service will begin on the first day of summer term, and will continue until the first day of summer term of the following year.

Section III Appointment of Members by the President

- A. The President shall appoint one member of the administrative staff to serve on the AC. He/she shall notify the AC Chair of the appointment who shall in turn inform all administrative staff members.
- B. Should a vacancy occur in the position appointed by the President, the President will then appoint an individual to fill this vacancy.

Section IV Election of Members by the Administrative Staff

- A. Each spring, a nomination and election process shall be held to fill three of the elected positions on the AC. Administrative staff members may cast votes for up to three candidates to serve as AC representatives.
- B. Between April 15 and April 30 of each year, any administrative staff member may nominate any other member of the administrative staff to serve on the AC. Each year, the AC Chair person will announce to all administrative staff the opening of this nomination period. Nominations are made by informing the current AC Chairperson of the nomination.
- C. The AC Chair person will verify each nominee's interest in service on the Council. If the nominee agrees to be a candidate, his/her name will be added to the election ballot.
- D. During the first week of May, the AC Chair person will distribute ballots to all administrative staff. Ballots will list each candidate's name, job title, and department. Instructions will be given to return ballots to the AC Chairperson no later than May 15.
- E. The AC Chair person and Secretary will tally the ballots during an AC meeting. In the event that the current Chair and/or Secretary is/are a candidate, (an)other AC member(s) shall conduct the tally. The top three vote-getters will be entitled to serve on the AC. In case of a tie, a run-off election will be held no later than May 30. The Chairperson will notify all administrative staff members of the election results in a timely manner.
- F. Ballots will be retained for thirty days then destroyed. Results of the election will be memorialized in the meeting minutes.
- G. Should a mid-term vacancy occur for an elected member of the AC, the remaining members will select a member of the administrative staff to complete the term of this vacancy.

Section V Election of a Chairperson, Secretary and Representative to Faculty Senate

- A. Newly elected members will meet outgoing members at the academic year's final AC meeting. Nominations and elections will occur at this meeting for the offices of AC Chairperson, Secretary, a non-voting Representative to Faculty Senate, and any other representative of the AC that may be required.

- B. Following the close of nominations and discussion, incoming and continuing members of the Council will vote, by secret ballot if determined by the Chair to be necessary, to elect the new Chairperson, Secretary, Representative to Faculty Senate, and any other required representative. Each position will be nominated, closed and voted upon in turn.
- C. A candidate must receive a simple majority of votes to be elected to any of these positions. In the case that no candidate initially receives a simple majority of votes, a run-off election will be held for the top two candidates. The candidate receiving the most votes in the run-off election will be elected to the position.
- D. The Chairperson, Secretary, Representative to Faculty Senate, and any other elected representative of the AC will each function in these roles for one-year terms.
- E. Position descriptions shall be maintained for the Chair and Secretary and will be reviewed by the incoming and outgoing officers.

Section VI Retention of Records

It is the responsibility of the officers to retain records of the Administrative Council in accordance with relevant Oregon statutes and administrative rules.

Section VII Amendment of By-laws

These bylaws may be amended by a 2/3 vote of the members present at an administrative staff meeting called for this purpose. Proposed amendment of these bylaws shall be distributed to all administrative staff at least seven calendar days prior to the meeting called for the purpose of voting upon the amendment.

Approved: _____
Martha Anne Dow, President

Date: _____