



Staff Council Bylaws

Name:

- The name of this body shall be “The Kennesaw State University College of the Arts Staff Council,” hereafter, “COTA Staff Council.”

Mission:

- The mission of the COTA Staff Council is to provide a forum for collective discussion and means of representation of all COTA staff to the College of the Arts administration.

Goals:

- To develop and maintain a college-wide communication network.
- To strive to improve the general welfare of all COTA staff.
- To continually promote staff development and career enhancement opportunities.
- To provide opportunities to increase college-wide staff involvement.
- To elect a chairperson who will serve as a COTA staff liaison with other college committees and councils.

Membership:

- The membership of the COTA Staff Council will be open to all full-time classified employees of the KSU College of the Arts and other regular, part-time, non-faculty status employees. Members are staff employees that are non-probationary classified, administrative, and professional workers below the level of director who are appointed twenty (20) hours or more.



Staff Council Bylaws

Officers:

- Representative Committee:
 - The following COTA departments will elect one Departmental Representative to serve on the COTA Staff Council Representative Committee:
 - The Office of the Dean
 - The Department of Dance
 - The Department of Theater and Performance Studies
 - The School of Art and Design (including Zuckerman Museum of Art)
 - The School of Music
 - The KSU Staff Senate Member representing COTA shall be an ex-officio member of the Representative Committee, but is not eligible for election as an officer of the Representative Committee, nor should they be considered the representative for the unit they reside in.
 - The Representative Committee will nominate the COTA Staff Council Chairperson and Secretary from among the members of the Representative Committee to be confirmed via general vote of the COTA Staff Council.
 - The Representative Committee will meet no less than (3) three days prior to a scheduled Staff Council meeting.
 - The Representative Committee may create standing and/or ad-hoc committees as needed, to be confirmed by a general vote of the COTA Staff Council.
- Chairperson:
 - The Chairperson will be responsible for scheduling and conducting all COTA Staff Council meetings and will serve as head of the Representative Committee.
 - The Chairperson will represent the COTA Staff Council on the COTA Leadership Team
 - Upon invitation, the Chairperson will also serve as the COTA Staff Council's representative to other college committees and councils.



Staff Council Bylaws

- The Representative Committee will nominate the Chairperson and the COTA Staff Council will confirm that nomination via general vote.
- The Chairperson may appoint proxy officers if needed.

- Secretary:
 - The Secretary will be responsible for taking minutes and attendance, maintaining records, and distributing information within the COTA Staff Council.
 - The Representative Committee will nominate the Secretary and the COTA Staff Council will confirm that nomination via a general vote.

- Officer Terms of Service:
 - All representatives will serve two year terms.
 - Representatives should be elected as needed from within their respective units prior to the April election of officers.
 - The Chair and Secretary will serve for one year terms.
 - Elections for the Chairperson and Secretary will take place in April, and the Chairperson-Elect and Secretary-Elect will shadow the current officers until July 1, at which time they assume their elected positions.

Conducting Business:

- The COTA Staff Council will meet once monthly during the academic year (August-May), and during the summer months as needed.
- The COTA Staff Council may allow and preside over informal discussions on the floor pertinent to the formal agenda. Both informal discussions and formal debate will follow the following guidelines:
 - The COTA Staff Council Chairperson must first recognize speakers. Upon recognition, the speaker should identify him or herself by name and the constituency he or she represents.



Staff Council Bylaws

Agenda:

- The COTA Staff Council meeting agenda will be set by the Representative Committee and published no less than three (3) days prior to a scheduled COTA Staff Council meeting.
- Proposed agenda items should be submitted to the Secretary at least seven (7) days prior to a scheduled COTA Staff Council meeting.
 - Proposals received after the deadline will be considered at the discretion of the Representative Committee.
 - Any new business proposed on the floor of the COTA Staff Council meeting will be remanded to the Representative Committee for its consideration.
- The COTA Staff Council Secretary will distribute the minutes from each COTA Staff Council meeting to the whole body of the Council, preferably via email.

Voting:

- Passage of all main motions of the COTA Staff Council, unless otherwise indicated, will be by simple majority of the COTA Staff Council members present at the time of the vote.
- At the discretion of the Representative Committee, votes may be cast via an alternative method, such as Survey Monkey or similar means.
 - Any voting other than by simple majority must be announced and agreed upon by all COTA Staff Council members present at least one meeting in advance of the vote.

Amendment of the Bylaws:

- Proposed amendments and revisions to these bylaws must be submitted in writing to the Chairperson of the COTA Staff Council and must be included on the agenda of at least two COTA Staff Council meetings.
- A proposed amendment must be approved by a two-thirds vote of the COTA Staff Council members present.
- After any revision, the updated by-laws must be distributed to the full Council.