TEXAS ★ STATE ®
STAFF COUNCIL

Staff Council – Operating Procedures

Adopted: 2019
Revised: August 2024
Amended: August 2024, September 2025

I. Purpose

The purpose of this document is to make known the operating procedures developed, organizational processes, and details of the workings of Staff Council and voted on by the elected members of the Texas State Staff Council. This document is an extension of the Staff Council Bylaws.

II. General Procedures

A. Committee Membership

All elected members of Staff Council will serve on a minimum of one internal and one external committee as needed. Newly elected members will be given the ability to provide their preference in an annual survey prior to the August General Meeting.

1. Internal Committee Structure
   a. Internal committees will have a chair and at minimum one co-chair.
      i. When multiple people are interested in a committee chair or co-chair position, the member(s) who has served on Staff Council the longest will be given priority.
      ii. The Executive Board will consult with the current committee members and grant final approval of these positions.
   b. The Staff Council Chair and Vice Chair serve as ex-officio members of all internal committees.
   c. The Parliamentarian will serve as the chair of the Council Effectiveness committee.
   d. The Historian will serve as the chair of the History and Archives committee.
   e. The Executive committee includes all elected officers.

2. Attendance & Expectations
   a. Attend all meetings and alert the committee chair and co-chair(s), as applicable, if an absence is necessary.
      i. The committee chair and co-chair(s) are required to keep an attendance record for all meetings.
   b. Participate in discussions, research, etc.
   c. Complete any and all tasks that are assigned.
   d. The chair and co-chair(s), as applicable, will provide all committee members with an agenda prior to the meeting and meeting minutes at the conclusion of each meeting.

      e. All members are encouraged to actively participate in reviewing UPPS documents posted to the Teams channel and provide feedback to the UPPS committee as applicable.

3. Meetings
      a. General Council's Closed Session meets the fourth Tuesday of each month from 10am – 11am.
      b. All internal committees should meet monthly or more frequently as the committee's agenda items dictate.
            i. It is recommended that general members utilize the first Tuesday of each month from 10am – 11am to work on committee tasks and UPPS reviews.
            ii. It is recommended that all committees utilize the third Tuesday of each month from 10am – 11am as their regular meeting schedule.
      c. The chair and co-chair(s), as applicable, may request alterations to the regular meeting expectations (i.e., elections & awards, Tuesday's not aligning with committee members' schedules, etc.) through consultation with the Executive committee.

4. Term of Commitment
      a. Once assigned, members will continue to serve on their assigned committees for the duration of their elected term to ensure continuity and to preserve knowledge of discussions, projects, etc. from the previous year(s).
      b. Should a member have a justified reason to request a change of committee(s), they may do so by emailing the Secretary with their preference and reason for the requested change. The Executive committee will review the request and provide a response as soon as possible.

5. Submitting Agenda Items
      a. The chair and co-chair, as applicable, must email the Secretary via the Staff Council email address at least one week prior to a General Meeting with any agenda item(s) that they wish to present.

6. Annual Summary
      a. The chair and co-chair, as applicable, must submit an annual summary to the Secretary by July 31.

B. Communication

Staff Council utilizes the following platforms for communication:

1. <u>Staff Council website</u>, a Calico site within the Texas State Gato system.
      a. The website is maintained by the Secretary and Member-at-Large for Logistics.
2. <u>Staff Council email</u> account, used to communicate in an official capacity with staff, departments, and administrative offices.
      a. The email account is maintained by all Executive members. The Secretary maintains access for all appropriate members.
      b. Other elected members may be provided access for specific purposes, i.e. election results notifications, award notifications, etc.
3. Staff Council Team within the Microsoft 365 platform.
      a. Channel access is maintained by the Secretary and assisted by members of the Executive committee.
      b. This channel is used to assist in the storing of archival records.
4. Department Share Drive, a secure online filing system via Texas State WebFiles.

a. Share Drive access is maintained by the Staff Council Chair and Secretary.
b. This drive is used to assist in the storing of archival records.
5. Zoom meetings are utilized for Staff Council general meetings and by various internal and external committees.

III. Committees

A. Executive
   1. Responsibilities and Deliverables
      a. Establish the agenda for the monthly general meeting.
         I. Meetings occur on the first Tuesday of each month
         II. The Staff Council Chair/Secretary sends the agenda to the Executive Assistant for the Vice President, Chief of Staff by the Friday before a general meeting.
         III. The agenda is requested to be sent to all staff by the Friday afternoon/Monday morning prior to a general meeting.
      b. Lead the monthly general meetings.
         I. August – June = Via Zoom
         II. July = In person, Council member advancement
      c. Communicate with the President's Cabinet/TXST Leadership via the Vice President, Chief of Staff or other executive officers.
      d. The Staff Council Chair serves on specific university committees including the Campus Master Plan and Executive Council, and other committees as assigned by TXST leadership.
      e. The Staff Council Chair and Vice Chair meet with the President monthly during the fall and spring semesters.
      f. Elevate urgent matters to TXST leadership (i.e. remote work, issues with energy conservation days, etc.).
      g. Members have the opportunity to sit on higher level hiring committees. If no Executive member is available, the opportunity is opened to the general Staff Council membership.
         I. President
         II. Executive Vice President and Provost
         III. Executive Vice President for Operations and Chief Financial Officer
         IV. Vice Presidents
         V. Associate/Assistant Vice Presidents (including the Chief Human Resources Officer)
      h. Draft and forward new initiatives to the general Staff Council membership via Teams and/or email.
      i. Determine necessary committees to achieve the council goals.
      j. Monitor and execute the annual budget and funding proposals/needs.
      k. Vice Treasurer Nomination Vetting
         1. All members who wish to be nominated for the Vice Treasurer position must ensure they submit their interest by the end of July to the elections committee chair and co-chair(s).
         2. The outgoing Treasurer and/or Vice Treasurer will meet one-on-one with each nominee to discuss their SAP access and experience in working with Texas State's financial transactions.

3. The outgoing Treasurer and Vice Treasurer will provide the details of each nominee's SAP access and experience to the Executive Board at their August meeting.
4. The Executive Board will approve all nominees with the appropriate SAP access and experience to be listed on the Executive Board election voting list.

2. Administrative Processes
   a. Collect end of year reports and send combined report to the Vice President, Chief of Staff.
   b. Post and archive meeting minutes.
   c. Host and monitor the Staff Council Teams site and email account.
      I. Create and delete channels
      II. Update documentation/records
      III. Communicate on agenda items and staff concerns
      IV. Respond to emails/staff concerns via email
      V. Forward items to committee chairs via email

B. Council Effectiveness
   1. Responsibilities and Deliverables
      a. Conduct an annual review of the bylaws and operating procedures and submit recommendations for amendments, revisions, etc.
         I. The bylaws will be reviewed in the fall semester and presented to the Staff Council for approval. Additional reviews may occur throughout the year as needed.
         II. The operating procedures will be reviewed in the spring semester and presented to the Staff Council for approval.
      b. Per the bylaws, any changes or additions to the existing bylaws must be approved by the President.
      c. Provide the approved bylaw and operating procedure documents to the Staff Council Secretary for posting to the Staff Council website.
      d. Respond to staff concerns related to the bylaws and operating procedures as requested.
   2. Administrative Processes
      a. The Parliamentarian/co-chair will upload the bylaws and operating procedures documents to the Bylaws and Operating Procedures folder on the Staff Council Team, General channel.
      b. The Parliamentarian/co-chair will upload the Bylaws and Operating Procedures to the Staff Council S Drive folder, Bylaws and Operating Procedures.
      c. The Parliamentarian/co-chair will ensure the Secretary posts the most up to date Bylaws to the Staff Council's Mission, Goals, and Bylaws website page.

C. Elections, Awards, and Scholarships
   This committee organizes, collects, and executes all nominations and elections for both the general Staff Council and its Executive Board, award nominations and selection, and scholarship applications and selection. The Committee chair/co-chair(s) are responsible for ensuring all elections, awards, and scholarship processes are held in a timely and equitable manner.
   1. Responsibilities and Deliverables
      a. General Elections

I. Nominations and elections occur in mid-spring each year and are open to all applicable EEO staff members on the San Marcos and Round Rock campuses.

II. The Committee works with the Staff Council Secretary to ensure the Staff Council roster is accurate and that the proper number of positions are set prior to nominations and elections per the EEO categories.

    i. EEO categories are determined via the staff rolls provided by Human Resources (HR) using an excel formula to search and match the NetID of a nominee.

    ii. All nominees working at the Round Rock campus will automatically be added to the Round Rock EEO category regardless of their staff role.

III. Once the number of vacancies per EEO category is determined, the Committee chair/co-chair(s) drafts an email communication with the details of the nomination process and provides it to the Staff Council Chair and Vice-Chair who will request its dissemination via the Vice President, Chief of Staff's office. A reminder message may be requested through the same process prior to the close of nominations

IV. Nominations open prior to the Kudos & Karaoke recognition event which is typically held in May.

V. During the May Staff Council general meeting, the Committee chair/co-chair(s) will remind attendees of the email, the nomination process, and the upcoming voting process. Open discussion will occur for any questions related to being elected to Staff Council. The nomination process is open for at least two (2) weeks.

VI. Nominations close in mid-late April. Once closed, the Committee chair/co-chair will reach out to all nominees to determine whether they accept or decline their nomination.

    i. A Microsoft Form will be created and sent to each nominee asking if they would like to accept or decline their nomination. If the nomination is accepted, the Form will include a space for the nominee to add information for their biography and an optional picture upload. All biographies and photographs are uploaded onto the Candidate Introductions page.

VII. The election voting set-up begins once nominations close. After receiving all candidate biographies, the Committee will build the election ballot page on the Staff Council website using the biographies submitted by the candidates. The Committee chair/co-chair(s) drafts an email communication with the details of the election voting process and provide it to the Staff Council Chair and Vice-Chair who will request its dissemination via the Vice President, Chief of Staff's office. A reminder message may be requested through the same process prior to the close of election voting.

    I. Bobcat Hub or another comparable platform is used to conduct election voting.

VIII. Election voting opens in June.

IX. During the June Staff Council general meeting, the Committee chair/co-chair(s) will remind attendees of the email, the election voting process, and process following the close of the voting process.

X. Election voting ends in late June. Once closed, the Committee will review all votes and notify all nominees of their elected (regular and at-large) or non-elected (potential to be added as at-large if vacancies occur) status via email. This email will include information about the July Staff Council Retreat.

XI. Finalized results including names, positions, EEO categories, and terms are sent to the Executive Committee.

b. Executive Board Elections

I. Executive Board positions are open to all current Staff Council members and those who will be starting the first year of their term in September.

II. The chair/co-chair(s) will work with the Staff Council Secretary to ensure the Staff Council roster is up to date and which current Staff Council Executive Board members are at the end of their term.

III. Once Executive Board vacancies are determined, the Committee chair/co-chair(s) will create a nomination form to be distributed at or after the July Staff Council Retreat.

IV. Once nominations close, nominees will be contacted via email by the Committee chair/co-chair(s) to accept or decline their nomination.

    i. All Vice Treasurer nominees who accept their nomination are sent to the Executive Committee for credential vetting.

I. Once all candidates are confirmed, the Committee chair/co-chair(s) will create a ballot for elected Staff Council members to use for voting during the August Staff Council meeting, and the new Executive Board members will be announced.

c. Awards

I. A minimum of four awards are available to staff members. Awards range from $200 - $300. Descriptions are outlined on the Staff Council's Scholarships and Awards webpage.

II. Nominations occur in the spring semester with the physical award presented to the employee at the in-person Kudos and Karaoke recognition event (typically early May) and the accompanying financial award provided to the employee in their October payroll disbursement.

III. In early/mid spring, the Committee creates an online (smart) form hosted on the Staff Council's Scholarship and Awards webpage that allows the questions to change according to the award selected to ensure all applicable information is collected.

    i. Submitted forms are received in the Staff Council email account.

IV. Nominations open in early March and close the first week of April.

V. During the March Staff Council general meeting, the Committee chair/co-chair(s) will notify attendees of the award process and timeline. A reminder notification will be provided during the April Staff Council general meeting.

VI. At the close of nominations, Committee members are responsible for reviewing all nominations and scoring them using the matrix/rubric provided in the "Elections, Awards, and Scholarships" Teams channel. All reviews and scoring must be completed by late April.

    i. An example of the matrix/rubric is located in the Scholarship/Awards folder in the "Elections, Awards, and Scholarship" Teams site.

VII. Award announcements will occur during the May or June Staff Council general meeting and physical awards will be given at the Kudos & Karaoke recognition event. The Committee chair/co-chair(s) will email the award winners encouraging them to attend the Kudos & Karaoke recognition event to receive their award.

d. Scholarships

I. A minimum of two scholarships are available to staff members pursuing undergraduate and graduate degrees at Texas State. Up to $1,200 is awarded to each recipient; $600 for fall and $600 for spring. All scholarships are applied for and awarded via the Bobcat Online Scholarship System (BOSS). Descriptions are outlined on the Staff Council's Scholarships and Awards webpage. A physical certificate is presented to the selected recipients at the Kudos & Karaoke recognition event typically held in May.

II. In January, the Committee chair/co-chair(s) are responsible for coordinating with the BOSS office to ensure they have access to the BOSS system.

III. The Committee chair/co-chair(s) draft an email communication with the details of the scholarship application process and provide it to the Staff Council Chair and Vice-Chair who will request its dissemination via the Vice President, Chief of Staff's office. A reminder message may be requested through the same process prior to the close of the scholarship application period.

IV. Scholarship applications open on the first day of spring semester classes and close three weeks later.

V. During the February Staff Council general meeting, the Committee chair/co-chair(s) will remind attendees of the application and review timeline.

VI. Once applications close, the Committee chair/co-chair(s) will ensure all applicants are eligible (i.e. staff status, GPA, student status, credit hour, etc.) and then download applications to upload into the Committee's Teams channel. No access or training in the BOSS system is required for Committee members.

VII. Once all applications are uploaded to the Teams channel, the Committee members are responsible for reviewing all applications and scoring them using the matrix/rubric provided in the

"Elections, Awards, and Scholarships" Teams channel. All reviews and scoring must be completed in February.

       i. An example of the matric/rubric is located in the Scholarship/Awards folder in the "Elections, Awards, and Scholarship" Teams site.

VIII. Once scoring is complete, the Committee meets to confirm the scholarship recipient results and the winners are announced during the May Staff Council general meeting.

       i. A physical certificate is given to the recipient at the Kudos & Karaoke event typically held in May.

IX. After the winners are announced publicly, the Committee chair/co-chair(s) submit the official awardees in <u>BOSS</u>. The recipient must accept the scholarship in <u>BOSS</u>.

2. Administrative Processes

    a. Records and Archives are kept in the "Elections, Awards, and Scholarships" Teams channel's files under the appropriate section (i.e. Elections or Scholarships/Awards).

D. History & Archives

This committee is responsible for preserving, organizing, and promoting the history and legacy of the Texas State University Staff Council. This includes the collection, management, and dissemination of records, documentation, and artifacts that reflect the Council's activities, contributions, and evolution over time. The committee ensures continuity, transparency, and accessibility of Council history for current and future members.

1. Responsibilities and Deliverables

    a. Record Maintenance

       I. Collect and maintain Council meeting minutes, reports, publications, promotional materials, photographs, and other significant records in both physical and digital formats.

    b. Archival Practices

       I. Organize records using established university records retention schedules and archival standards.

    c. Annual Review

       I. Conduct an annual review of staff council historical records to ensure completeness and accuracy. Archive the official records with the appropriate university library or designated archive for permanent storage.

    d. Event Documentation

       I. Photograph and document major Staff Council events and activities for historical and promotional purposes.

    e. Online Presence

       I. Work with the communications committee to maintain and regularly update the historical record and related materials available on the Council's website.

    f. Reporting

           I.   Prepare a concise annual history report summarizing significant Council activities and contributions, submitted to the Staff Council and included in official files.

     g. Access Facilitation
           I.   Make Council historical records accessible for research, alumni, and staff engagement, consistent with university policies on confidentiality and privacy.

     h. Collaboration
           I.   Coordinate with other Staff Council committees, especially Communications and Executive, to ensure consistent messaging and preservation of significant documents.
          II. Engage with University Archives and Records Management offices for best practices and compliance with retention schedules and legal requirements.

2. Administrative Processes
    a. Duties of the Historian (Chair)
          I. Act as the primary recordkeeper and public relations representative for the Council's history and achievements.
         II. Prepare, organize, and deposit official historical records in the designated university archives.
         III. Maintain a pictorial and written record of Staff Council members and major events.
         IV. Support creation and dissemination of historical overviews, displays, and materials that celebrate Council milestones.

    b. Compliance
          I. Follow all university and state policies for records retention and open meetings. Ensure adherence to confidentiality, digital accessibility, and privacy laws.
         II. This guideline reflects current operating norms at Texas State University and incorporates best practices from other leading Staff Councils with Historian and Archive roles.

E. Marketing, Events, and Fundraising
   1. Responsibilities and Deliverables
     a. Marketing
           I.   Update and maintain Staff Council website: https://www.staffcouncil.txst.edu/.
              i.   The manager of the website, traditionally the Staff Council Chair, will request access to the website through the Manage User Access Form via ITAC.
              ii. Gato and Calico training are required for all members who seek to have access to the website.
              iii. Update the council member roster and headshots, standing committees, upcoming meetings, staff concerns status page,

and other committee communications as needed (i.e. scholarships and awards).

    II.   Enhance Staff Council visibility across campus.

        i.   Represent Staff Council at monthly New Employee Welcome II on the second Friday of every month. Presentations are 3-5 minutes in length. Contact Talent, Development, and Communications (TDC) (hr_tdc@txstate.edu). TDC has a running presentation but the committee can request to make updates as needed.

        ii.   Participate in university events such as Homecoming week or Bobcat Build. Participating in university events is important to raise awareness of Staff Council and give back to the institution.

    III.   Create and distribute marketing materials.

        i.   Handouts for new employees included in their new employee welcome packet from HR. The handout describes the purpose of Staff Council and ways to get involved.

        ii.   Stickers for current staff members to distribute at staff events. These items are used to bring awareness to Staff Council.

    IV.   Draft communications.

        i.   Fundraising emails are drafted through Microsoft Word. Email reminders about the Red Parking Permit raffle are sent around March 1 and April 1.

        ii.   Meeting highlights were discontinued in September 2023. Historically, meeting highlights were used when meeting minutes took more than two weeks to post to the website. Highlights were completed in Microsoft Word and shared pertinent information from the most recent meeting. Highlights were sent by the Staff Council Chair to the Chief of Staff.

b. Events

    I.   Plan and implement all Staff Council events.

        i.   Annual Staff Council retreat.

- This event occurs in July in place of the regularly scheduled Staff Council general meeting. The retreat is five-hours in length, in-person, on the San Marcos campus.
- The retreat is used to set council goals for the upcoming year, provide an overview of member expectations, and review of all internal and external committees.
- All members, including outgoing, and incoming members are expected to attend.
- Schedule the date and time via Outlook calendar invitations, reserve a space (traditionally the 4th floor of Alkek), set the agenda, collect food allergies and order lunch, and request guest speakers/attendees as needed. The committee will

arrive early to set up for the retreat and stay late to clean up.

   a.   New Staff Council member orientation.
- New member orientation is hosted online following elections, typically in June or July.
- The committee sets the date and time of the event and finalizes the presentation. Orientation ranges from 30 minutes to one hour in length.
- A member of the Executive committee hosts new member orientation. Note that new member orientation may be combined with the annual retreat.

   b.   Scholarship and award recognition ceremony.
- The scholarship and award recognition ceremony occurs during the in-person, September Staff Council general meeting.
- Send Outlook calendar invitations to all scholarship and award recipients in July, reserve a space (i.e. Strahan Event Center), order snacks, request a photographer, print scholarship winner certificates, and request guest speakers as needed. The committee will arrive early to set up for the meeting and stay late to clean up.
- The chair of the Elections Committee is responsible for coordinating with the treasurer to order the plaques for the award winners. The committee confirms this is done prior to the event.

II. Plan and implement annual fundraiser.
   i.   Red Parking Permit raffle.
- Begin planning no later than February.
- Request university sponsors for up to five parking permits. Previous donors include the President's Office, VP offices, and ITAC.
- Update website and flyer with dates and sponsors.
- Update university purchasing software with dates and purchasing options as needed. TouchNet has been used from 2022-2024. See section 2 below for further details.
- Draft 2-3 emails for staff and faculty with information about the raffle. The Staff Council Chair will send the email requests to the Vice President, Chief of Staff for distribution.
- The raffle is available from the March meeting through the day before the May meeting.
- Prior to the May meeting, the committee pulls the purchase reports in TouchNet. Using Microsoft Excel, the committee will create the list which will

be scrambled during the May meeting so that the winners are selected at random.

- The raffle winners are selected live during May meeting, after which the Secretary will send email notifications to the winners via the Staff Council email address CCing the Treasurer.

    III. Additional fundraising opportunities may be proposed to the general council as they are identified.

2. Administrative Processes
   a. All documentation is saved in the Staff Council Teams site under the "Marketing, Events, and Fundraising" channel.
   b. Fundraising will be completed through the current TXST purchasing platform, TouchNet.
      IV. The Treasurer must request access to <u>TouchNet</u> from or a member of the Treasurer's Office.

F. Staff Experience

The Staff Experience committee reviews, discusses, and researches, as appropriate, questions, concerns, and ideas submitted via the <u>Submit a Staff Suggestion</u> form on the <u>Staff Council</u> website by Texas State staff regarding various aspects of working at the university.

1. Responsibilities and Deliverables
   a. Submitted suggestions are emailed to the Staff Council email account and populated to the Staff Suggestions channel within the Staff Council Teams site.
   b. The committee Chair/Co-Chair reviews each submission and assigns it via email to the appropriate committee member, as applicable. Assignments are made in alphabetical order by last name to ensure equal participation from all committee members.
      I. Review and discuss incoming staff suggestions, gather relevant information from the appropriate departments or areas, engage responsible units for feedback (e.g., Human Resources, Parking, etc.) and submit a response or suggested next steps for the staff member to address the inquiry, as appropriate.
      II. The committee Chair/Co-Chair, upon receiving the response from the assigned committee member, will update the shared document in the Staff Experience Teams channel (files) and tag the Secretary in the Staff Concerns Teams channel if the response needs to be populated to the <u>Staff Experience Response Status</u> website. Then, if requested, an official response will be sent to the staff member who submitted the suggestion providing them with the response from the Staff Council email address.
   c. The committee may meet biweekly via Teams, as needed. Additional communication will take place through the Teams channel.
   d. Advocate for and provide recommendations on behalf of staff regarding the development or improvement of staff-related issues and experiences.
      I. Identify top-priority concerns based on past and current staff submissions to the committee.
   e. Submit recommendations to the Executive committee for potential agenda items at the General Council meetings.

2. Administrative Processes
    a. University policies and staff-related procedures
        I. Identify and research the top three areas of concern brought to the Staff Experience committee, Executive committee, or Staff Council at large.
        II. Conduct research, document findings, and engage with appropriate departments (e.g., HR, UPD, etc.) as necessary.
        III. As a committee, review the information, develop alternative solutions or recommendations, and submit them to the Executive committee for review.
3. UPPS
    1. Responsibilities and Deliverables
        a. The UPPS committee serves as the official reviewer of University Policy and Procedure Statements (UPPS) as they come up for review.
            I. Committee members are required to review all Employee Personnel and Records Policies (04.04). All other UPPS' are reviewed as needed.
            II. The committee is committed to providing recommendations that best serve the interest of the staff as well as the mission and shared values of Texas State University.
    2. Procedures
        a. Policies are sent to the Staff Council Chair and UPPS committee chair by the Administration liaison for review.
        b. The committee chair posts the policies up for review in the Teams site under the "UPPS" channel via a Task and notifies the committee members of a pending UPPS review.
        c. Committee members review the policy and provide feedback on the Teams site "UPPS" task.
        d. Once reviewed, the UPPS committee chair compiles the responses and submits the recommendations back to the Administration liaison with a copy to the Staff Council Chair.
        e. If there are no recommendations, the UPPS committee chair sends an email to the Administration liaison with a copy to the Staff Council Chair, stating that the policy was reviewed and that Staff Council has no comments.
    3. Administrative Processes
        a. Any Staff Council member may provide recommendations on UPPS's that are up for review.
        b. For UPPS's which Staff Council serves as a Reviewer, the Staff Council Chair may appoint the UPPS Committee chair to represent him/her for the review process. The Staff Council Chair or designee will work directly with the senior reviewer with comments and questions. The Staff Council Chair will sign the approval sheet once Staff Council has reviewed and submitted feedback.

IV. Amendment of Operating Procedures

A. Proposal of Amendments
    1. The Operating Procedures will be reviewed by Staff Council every year.

2. Any member desiring to amend the Operating Procedures shall submit the proposed amendment(s) in writing to the Council Effectiveness chair.
3. The Council Effectiveness committee shall review the proposed amendment(s) and recommend a course of action by Staff Council at its next regular meeting.
4. The Secretary shall send a copy of each amendment to the entire membership prior to the next regularly scheduled meeting. Voting will take place at the next month's regularly scheduled meeting. Exceptions may be made to the timeline of the proposed amendment(s) decision with the majority agreement of the Staff Council. Robert's Rules of Order shall form the guidelines for the adoption of any amendment(s) to the Operating Procedures.

B. Adoption of Amendments
1. Adoption of the proposed amendment(s) shall require a two-thirds vote of the members present and voting at general meeting provided notice has been given the previous month; or a two-thirds vote of the Staff Council membership if the voting is done online.

Appendix A
Staff Council Surveys – Standard Operating Procedures

I. Purpose
This document outlines the step-by-step process for creating, approving, running, and analyzing surveys conducted by the Staff Council.

I. General Procedures
A. Create a Good Survey
   Drafting a good survey is important in order to ensure the data received is applicable to the intended purpose and provides usable information to the party running the survey. Explore the listed resources currently available to assist in the creation of the survey.
   1. Good Survey Resources
      a. ERIC - Creating Effective Surveys
      b. Pew Research Center – Writing Survey Questions
      c. Loyola Marymont University – Surveys Design (in 5 Steps)
      d. Penn State – Surveys in Detail
      e. How to Construct a Questionnaire, Chapter 9 Education Research 73, Johnson, Lecture Notes
      f. Mastering the Art of Survey Research
      g. Texas State's University Surveys website
B. Get Staff Council Executive Board's (SCEB) Approval
   Submit the survey draft to the SCEB for review. The SCEB will provide any required changes and optional recommendations. If any required changes are required, complete the changes as requested and resubmit the survey draft to the SCEB. Once the SCEB feels the survey is ready for distribution, they will provide their approval.
C. Get Texas State Official Approval(s)
   Obtain all necessary approvals from applicable person(s) and/or offices. Options include:
   1. Relevant campus offices/departments directly related to the survey topic.
   2. Institutional Research (IR)
   3. Dr. Lloyd
D. Distribute the Survey and Collect Responses
   All Staff Council surveys distributed outside of Staff Council personnel must be done so through a written request to Dr. Lloyd. Indicate the reason for the survey, all approvals received, the target audience, and timeframe for the survey in the request.
E. Aggregate Data and Share with the Appropriate Person(s)/Office(s)
   At the conclusion of the survey, compile and analyze the survey data, ensuring all likely duplicate responses are removed. Once the aggregated data is clean, share the results with the relevant person(s) and office(s).

II. Council Effectiveness Recommendations
Surveys should be structured to be anonymous.
   1. Ensure the survey instrument does not include end-user data (e.g., IP addresses).
   2. Carefully consider the design elements (e.g., division, time, title, etc.).
   3. If the survey requires identifying data, ensure the appropriate Informed Consent form is collected by each individual completing the survey.