

**Professional Staff Advisory Committee (PSAC) Procedural Manual**

**Working Update--Updated May 23, 2023**

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**Article I – Name**

The official name of this group shall be the Professional Staff Advisory Committee, referred to as PSAC, as defined in University Rule 3359-22-03.

**Article II – Purpose**

The professional staff advisory committee “PSAC” serves as an advisory body to the President on matters relating to employment and any other issues for professional staff and on matters relating to any other issues directed to the committee. PSAC shall remain an advocacy and resource committee meant to serve current professional staff. The classification of professional staff is defined by the University Rule 3359-22-01.

**Article III – Relationship with Administration**

1. The committee shall meet with the president annually but recommends meeting with the President at least once per semester when possible.
2. The committee shall prepare an annual report in June of each year for submission to the Office of the President. A copy of this report should also be made available to all professional staff by the end of July.
3. The committee shall meet with the Associate Vice President of Human Resources/Chief Human Resources Officer annually.
4. The committee recommends meeting with the Chief Financial Officer and Provost annually.

**Article IV – Membership**

Those eligible to to serve on PSAC include current, full-time professional staff at The University of Akron.

**Article V –Structure**

1. PSAC shall consist of eighteen full-time professional staff representatives employed by The University of Akron.
2. Eleven members shall be elected by the professional staff from the main campus.
3. Three members shall be appointed by the President and three members shall be appointed by PSAC committee. These appointments will be rolling appointments, so that each year the President and PSAC will appoint one new member.
	1. One member will be elected from the university of Akron's Wayne campus.
4. The Associate Vice President of Human Resources/Chief Human Resources Officer, or his/her designee, shall maintain permanent ex-officio member status and offer regular advisory assistance.
5. The Office of General Counsel shall provide assistance as appropriate.
6. The President may appoint one or more ex-officio members to the committee as appropriate for the committee's areas of concern.
7. The service year for PSAC members shall be September 1 through August 31.

**Article VI – Composition of Committee**

**Terms of Office:**

1. PSAC members shall be elected and/or appointed for a three-year term, unless otherwise designated.
2. In addition, six new members shall be comprised of elected or appointed individuals based upon distribution of representation delineated in vacancies.
3. Membership on PSAC shall run concurrently with the University Council service year.
4. No member may be elected or appointed to serve on PSAC for more than two consecutive full terms.

**Expectations of Members:**

1. Upon selection to PSAC, all new members shall receive an updated list of scheduled meetings.
2. PSAC members shall attend all regularly scheduled PSAC meetings or submit written notice to the Recording Secretary and Chair for non-attendance prior to the meeting.
3. If a member cannot attend a regularly scheduled meeting on time, they must give written notice to the Recording Secretary and Chair beforehand.
4. Failure to attend three or more of the regularly scheduled PSAC meetings, per service year, may result in removal from PSAC (See Removal).

**Nominations:**

1. PSAC shall establish election procedures and conduct an annual election no later than June each year.
2. Such procedures shall call for nominations from the professional staff, which shall be sent to all members at least three weeks prior to the elections.
3. Each professional staff member may submit for nomination the name of one professional staff member and the nominees agree to serve if elected.

**Elections:**

1. Each year one-third or six PSAC members’ service to the committee will end and PSAC will hold elections to fill the vacant seats:
	1. Four members will be elected.
	2. Two members will be appointed by the President and PSAC.
2. Only full-time professional staff are eligible to participate in the election, each may only vote once.
3. Ballots shall carry the names of all eligible persons proposed and accepted for nomination.
4. **Elected Seats:** The four person or persons receiving the highest number of votes shall fill the open position(s) in decreasing order of those votes, provided those persons are otherwise eligible in accordance with the eligibility requirements for membership on the PSAC.
	1. In the event there is a tie within the top four vote getters, PSAC shall consider committee composition and select a candidate by vote of two-thirds of filled PSAC membership seats.
5. **Appointed Seats: PSAC will appoint one representative, which can be from the list of candidates not elected or other professional staff at the University.** PSAC will vote to confirm each individual appointment by two-thirds vote of filled PSAC membership seats.
	1. PSAC shall review the candidate list and hold an open discussion that will result in a vote. PSAC shall consider the diversity of candidates when making appointments, e.g., years of service, department, and expertise.
6. The election process shall be conducted by the Vice Chair of PSAC, in accordance with the procedures outlined.
7. Following the nomination and voting process, an office (official) copy of the results and documentation of the process shall be kept with the Chair, Vice Chair, and Recording Secretary
8. The Chair shall rule on all questions concerning the election procedures and results.
9. In accordance with University Council rules, elected and appointed members are staggered appropriately to allow for continuity.
10. Elections shall take place so as no more than one-third of the constituency’s membership is elected to serve annually.
11. All election information provided by PSAC seated members is considered confidential, official PSAC business and shall not be shared or discussed outside of PSAC meetings.

**Timeline and Steps to Conduct Annual Elections:**

1. The Vice Chair will email all full-time professional staff requesting nominations to serve on PSAC. Nominations should be received by mid-May.
2. At the end of May, nominations should be accepted and submitted in writing by each nominee to the Vice Chair. A brief explanation why he/she wants to serve on PSAC including their current job title and department/college and years employed at UA. This information will be included, as an attachment with the election ballot.
3. Elections should be completed before the June PSAC meeting to allow the committee to review election results and conduct appointments. Vacancies for University Council seats should be reviewed before the July PSAC meeting.
4. In July, the Chair will notify the newly elected representatives in writing, confirm their term of office, and invite them to the July and August meetings.
5. Newly elected representatives will be eligible to be elected or appointed for vacant committee seats with the effective date of Sept 1st.

**Vacancies:**

1. Each year one-third or six PSAC members’ service to the committee will end

a. The vacant positions will be filled as follows:

i. Four members will be elected

ii. One member will be appointed by the President

iii. One member will be appointed by PSAC 1. PSAC will use the appointment process to ensure an evenly distributed representation from campus units and colleges. Appointments should be drawn from the most recent election results.

1. Should a vacancy occur during a PSAC member's term of office, the member will be replaced through the process that the person was selected for the committee. The newly appointed person will serve out the remainder of that term. If the vacancy is from an elected member, the committee is free to select any professional staff, but consideration should be given to the most recent election results for the next highest professional staff receiving votes.

**Removal:**

1. Any member of PSAC may be removed upon a vote of the PSAC.
2. Removal may be enacted on a two-thirds vote of all eighteen PSAC members or filled PSAC membership seats.
3. If a removal proceeding is voted to occur, the following procedures will be followed:

a. The member in question shall be notified in writing of the reasoning from the Chair.

b. A vote should be taken by the PSAC membership, or filled PSAC membership seats, at the next scheduled PSAC meeting where a two-thirds vote is necessary for removal of the member.

c. The committee will select the replacement in correspondence with Article VI – VACANCIES. The person removed will be ineligible to return to the committee for at least one year.

**Article VII – Officers**

1. PSAC shall have the following officers, who are elected by PSAC seated membership:

a. Chair

b. Vice-Chair

c. Recording Secretary

d. Treasurer

1. The term of office shall be September 1 to August 31.
2. The Executive Committee should meet quarterly or as needed.

**Powers and Duties of Officers:**

a. Chair

i) Presides and sets agendas for all meetings.

ii) Shall provide written notice of regularly scheduled PSAC meetings to all professional staff constituents.

iii) Attends any required meetings where a PSAC representative is invited or needed.

iv) Ability to access PSAC funds for the committee's needs, with the Treasurer's approval.

v) Responsible for communicating meeting time and dates to PSAC seated members and all professional staff.

vi) Maintains copies of PSAC business meeting notes and election/nomination results.

vii) Designates an individual to maintain the PSAC website, e.g., PSAC representative or UA employee.

b. Vice Chair

i) Assumes the duties of Chair, as needed, or in the event of a vacancy.

ii) Coordinates the election process, with the approval of PSAC membership, and in accordance with the outlined procedures.

iii) Attends any required meetings where a PSAC representative is invited or needed.

iv) Maintains copies of PSAC business meeting notes and election/nomination results.

c. Recording Secretary

i) Schedules meeting space for PSAC membership meetings.

ii) Keeps record of all PSAC membership meetings.

iii) Distributes approved meeting minutes to professional staff constituents – as outlined in Article VIII – Rules on PSAC Business.

iv) Responsible for the annual review of the Procedures Manual and provides written recommendations for changes.

v) Maintains copies of PSAC business meeting notes and election/nomination results.

d. Treasurer

i) Keeps all financial records for the committee.

ii) Arranges payments and reconciles expenditures.

iii) Approves expenses for the committee.

iv) Provides a monthly budget update for PSAC membership meetings.

**Eligibility of Officers:**

1. To qualify to be an officer, the member must be able to serve for at least one full-service year on PSAC – Article V – Structure.

**Nomination of Officers:**

1. Nominations for officer positions can be conducted by nominations from the floor, during a regularly scheduled PSAC membership meeting.
2. To be nominated, the nominee must be in attendance, or have provided written acceptance of the nomination prior to the start of the meeting.
3. Once nominated, the nominee can accept or decline the nomination during the meeting.
4. Nomination of officers should take place no later than August.

**Election/Selection Process of Officers:**

1. Officers elections, for vacant positions, shall take place during the Annual Meeting

– Article VIII – Rules on PSAC Business

1. Seated PSAC members will be asked to vote for each office following nominations of the position.
2. The nominee receiving the most votes shall be declared the winner and will take office at the September meeting.

**Article VIII – Rules on PSAC Business**

**Meetings:**

1. To conduct business, quorum shall consist of two-thirds of the PSAC membership or filled PSAC membership seats.
2. PSAC meetings shall be open to the entire professional staff constituency.
	1. The dates, time, and location of all PSAC meetings should be available at least one week before the next scheduled meeting (via the website) to allow constituents the opportunity to attend.
	2. During regularly scheduled PSAC meetings, a closed session may take place for PSAC appointed members to discuss business.
		1. Closed session shall be entered into after a three-fourths vote of the seated PSAC membership is in attendance at a meeting.
		2. All business discussed during the closed session shall be considered confidential, official PSAC business and shall not be shared or discussed outside of PSAC meetings.
			1. Failure to uphold the confidentiality of the PSAC closed session may result in removal from the committee.
3. Meeting Minutes shall be noted by the appointed Recording Secretary, or designee, and reviewed for approval by the PSAC members at the next scheduled meeting.

a. Approved minutes shall be shared with the entire professional staff membership through distribution on the PSAC website, not more than one month following the approved meeting minutes.

1. PSAC seated membership shall discuss initiatives for the committee for the upcoming service year, no later than the end of the Fall semester.

**Annual Meeting:**

1. PSAC shall call the first annual meeting in August, to include newly elected/ appointed members and outgoing members.
2. At the annual meeting, at least the following business must be conducted, based on the needs of the committee:

a. Elect a Chair, Vice-Chair, Recording Secretary, and Treasurer.

b. Appoint/Elect PSAC representative to observe the Board of Trustees meetings.

c. Appoint/Elect open At-Large positions to serve on University Council (UC) steering committees.

d. Establish monthly PSAC meeting times and locations for the year.

e. Share the PSAC Procedural Manual with newly elected representatives.

**Professional & Social Development:**

1. In upholding the purpose of PSAC, the committee shall plan at least one professional and social development experience each semester.

**University Council Representation:**

1. As needed, PSAC shall fill any vacant positions for membership representation on University Council.
2. Should a vacancy occur on a UC position, the Chair of PSAC shall revisit the most recent election results and offer a position to the next highest professional staff receiving votes.

a. In the event the list has been exhausted, the committee will determine an appropriate timeline for seeking nominations for the open positions – Article VI –Elections

1. Each UC representative is responsible for attending all scheduled committee meetings and sharing necessary updates with the rest of PSAC.

a. In accordance with UC bylaws, PSAC UC representatives may be removed from the position due to lack of attendance.