



## ***PERMANENT MEMORANDUM 37***

### ***Council of Staff Advisors***

#### **POLICY DIGEST**

Monitoring Unit: Office of Finance & Administration, Staff Senate

Initially Issued: May 9, 2006

Last Revised: February 20, 2019

#### ***I. PURPOSE***

The LSU Council of Staff Advisors to the Board of Supervisors was created to serve as a liaison between LSU administration and the staff of all of the campuses within LSU. The Council will communicate matters regarding professional policies and initiatives to the LSU Board of Supervisors through the Office of the President. The Council will also advise the President on recommended changes to policies and procedures related to staff.

#### ***II. COUNCIL MEMBERSHIP***

Membership on the Council shall include one staff representative and one alternate staff representative from each of the following LSU campuses:

- LSU
- LSU Agricultural Center
- LSU at Alexandria
- LSU at Eunice
- LSU Health Sciences Center - New Orleans
- LSU Health Sciences Center - Shreveport
- LSU in Shreveport
- Pennington Biomedical Research Center

Members shall be elected or appointed by the staff senate or by the appropriate campus administrator. A member or alternate who resigns, retires, or becomes unable to perform the duties as a Council member for any reason must be replaced, and a new member or alternate shall be elected or appointed for the unexpired portion of that member's term. A member or alternate, who is temporarily unavailable to serve, may be assigned a temporary replacement.

#### ***III. OFFICERS***

The officers of the Council shall consist of a Chair and a Vice Chair. The officers will rotate among the campuses within LSU alphabetically with the primary member serving as Chair and the alternate member serving as Vice Chair. The officer terms will consist of one fiscal year and will be filled by the primary and alternate from each campus in turn. The rotation of officers will be in the order of institutions listed in Sec. II above. A member scheduled to serve as an officer may defer

acceptance, or by written agreement with another campus member, exchange positions in the rotation.

#### A. Duties of Officers

The Chair will preside at the meetings of the Council and will serve as the primary liaison with the LSU Administration. The Vice Chair will assume the duties of the Chair whenever the Chair is not able to fulfill the assigned duties. The LSU Staff Senate Administrative Coordinator will transcribe and review the minutes of the meetings and will distribute them in a timely manner to the members of the Council. The Chair or alternate may report at the LSU Board of Supervisor's meeting, or they may appoint or request for another council member to report on their behalf. The LSU Staff Senate Administrative Coordinator will provide support to the Council of Staff Advisors.

Executive Committee: The officers will function as an Executive Committee in the period between Council meetings and will be responsible for the preparation and distribution of all meeting agendas. The Executive Committee may conduct routine business and seek the opinions of the members of the Council on matters requiring expedient disposition.

### **IV. MEETINGS**

Meetings of the Council shall be held at the call of the Chair or a written petition from four members of the Council. Ordinarily, Council meetings will be held prior to the regularly scheduled meetings of the Board of Supervisors. The LSU President or designate shall attend meetings of the Council to discuss matters of concern to the LSU Board of Supervisors. Travel expenses of the members shall be reimbursed by their campuses. The agenda for each regular meeting shall be sent electronically, to the members of the Council within three days of each scheduled meeting.

### **V. SUBCOMMITTEES**

The Council may form subcommittees as needed to expedite the functioning of the Council and, in appropriate instances, include persons outside the Council whose special skills or knowledge may be applied to the deliberations of the subcommittees.

### **VI. QUORUM**

A quorum of the Council shall be five members present and voting. Only regular members shall vote on issues before the Council. Alternate members from a campus may vote in the absence of the regular member. In accordance with Louisiana's Open Meetings Law, proxy voting and mail/fax ballots are prohibited.

### **VII. AMENDMENTS**

Amendments to this Permanent Memorandum may be proposed in writing by the LSU President, the Council Chair, or any member of the Council. Amendments may be approved at the next scheduled meeting of the Council by a two-thirds vote of the entire Council present and voting. All amendments must be submitted to the LSU President for final approval.