

1982

## Charter 1982

Bowling Green State University. Administrative Staff Council

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## Pre-Microfilm Inventory

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### *Notes*

1. Colored Ink
2. Pencil
3. Photocopies

CHARTER  
BOWLING GREEN STATE UNIVERSITY  
ADMINISTRATIVE STAFF COUNCIL

SECTION I - Name and Representation

All Bowling Green State University administrative, technical, and research personnel having a full-time or continuing part-time Staff Contract shall be defined as Administrative Staff and shall be represented by the Administrative Staff Council.

SECTION II - Purpose of the Administrative Staff Council

The purpose of the Administrative Staff Council shall be to represent Administrative Staff members by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members, and reviewing, initiating, and making recommendations on institutional policies.

SECTION III - Membership of the Administrative Staff Council

All administrative staff, as defined above, shall be eligible to vote and hold offices.

The membership of the Administrative Staff Council shall be composed of ten percent of the full membership and shall be determined through election by the administrative staff members. The Administrative Staff Council shall be selected from each of the Vice Presidential areas of the University. Administrative Staff not reporting to a Vice President shall constitute a separate group that shall be proportionately represented on the Council. The number of members from each area shall be proportional to the number of administrative staff in that area. The apportionment shall be reassessed yearly by the Executive Committee. Membership on Administrative Staff Council shall be for three year terms, with one-third of the membership being elected each year. Members may not hold consecutive three-year terms.

Upon the recommendation of the Executive Committee and upon ratification by a two-thirds vote of the Administrative Staff Council, a maximum of three additional non-voting ex officio seats may be established.

SECTION IV - Officers and Committees

Officers. Officers of Administrative Staff Council shall be a Chair, a Chair-Elect, and a Secretary. Officers shall be elected each year by all members of the administrative staff. Initial nominations for officers shall be made by the Executive Committee and additional nominations may be made by the full membership. The Chair and Secretary shall serve one-year terms; the Chair-Elect shall serve one year as Chair-Elect and the next year as Chair. The term of office on the Administrative Staff Council shall be extended appropriately for any member elected Chair-Elect. Officers may be removed from office by a two-thirds vote of the full membership.

2

Duties of the Officers:

The Chair shall preside at all meetings and the Chair (or designate) shall represent the administrative staff to all appropriate bodies and individuals.

The Chair-Elect shall assume all responsibilities of the Chair in case of the Chair's absence or resignation, shall assume the role of Chair at the end of the Chair's term of office, and shall maintain the budget of the Administrative Staff Council.

The Secretary shall maintain a record of all meetings, assist with correspondence, record attendance, and maintain election eligibility and voting records. The Secretary shall assure that the administrative staff is informed of all proceedings of the Administrative Staff Council and of the Executive Committee.

The officers of the Administrative Staff Council shall summarize the activities of the Council in an annual report to all members of the administrative staff at the conclusion of each fiscal year.

Committees:

1. Executive Committee. The Executive Committee shall be composed of the Chair, the Chair-Elect, the Secretary and one representative from each Vice Presidential area, elected from the Administrative Staff Council by the full administrative staff membership.
2. Other Committees. Committees shall be appointed by the Executive Committee as the need arises.

SECTION V - Meetings

Meetings of the Administrative Staff Council and the Executive Committee shall be held on a regular basis. A meeting of the entire administrative staff shall be called by the Executive Council at least once a year. Special meetings of the full administrative staff may be called upon the request of a majority of the full membership of the administrative staff or of the members of the Administrative Staff Council. the Secretary shall provide due notification of all meetings.

SECTION VI - Authorities and Amendments

The Council shall be governed by this Charter, the By-laws, and other policies and procedures as subsequently approved by the appropriate membership.

This Charter may be amended by a two-thirds vote of the Administrative Staff Council provided that a copy of the amendment has been distributed to the full administrative staff membership at least 30 days prior to the meeting at which the amendment is to be considered.

## By-Laws of the Administrative Staff Council

### ARTICLE 1 MEETINGS

#### Section 1: Regular Council Meetings

Regular meetings of the Administrative Staff Council shall be held once each month during the academic year and as needed during the summer. Council members are expected to attend each meeting and will be notified of the date, time, and location at least two weeks prior to the date.

#### Section 2: Special Council Meetings

Special meetings of the Administrative Staff Council may be called by the Executive Committee or by one-third of the members of the full Council.

#### Section 3: Administrative Staff Meetings

The entire Bowling Green State University administrative staff will meet at a called session at least once each year. Special meetings of this group may be called upon the request of ten percent of the full membership of the administrative staff or by a majority of the members of the Administrative Staff Council. The Secretary shall provide due notification of all meetings. Issues may be discussed and suggestions made. Any votes to be taken will be by ballot distributed to the entire administrative staff.

#### Section 4: Executive Committee Meetings

The Administrative Staff Council Executive Committee shall meet twice each month during the academic year and once each month at other times. Special meetings of the Executive Committee may be called by the Chair or by a majority of the members of the Committee.

#### Section 5: Alternates at ASC Meetings

Alternates may be designated by any Administrative Staff Council member who finds that attendance at an Administrative Staff Council meeting is not possible. Alternates must be chosen from the Vice Presidential or Presidential area represented by the council member and must be identified to the Administrative Staff Council Chair prior to the beginning of the meeting. An alternate so chosen and so identified may participate in discussion, initiate motions, and vote on all issues, save those involving amendment to the Charter or By-Laws. Alternates may replace any single council member no more than three times in one year.

## Section 6: Attendance Policy

An Administrative Staff Council member who is absent from three consecutive regular meetings without having sent an alternate or a total of five meetings during the academic year, and who has not offered for such absences reasons acceptable to the Executive Committee, shall be designated by the Executive Committee as absentee.

After the absentee Administrative Staff Council member has been notified by the Secretary of his/her designation as absentee, his/her name shall be placed before all Administrative Staff Council members at any regular meeting. At that time, a vote of two-thirds of those present shall be sufficient to remove the absentee Administrative Staff Council member from office.

## ARTICLE 2 COMMITTEES

### Section 1: Executive Committee

The ASC Executive Committee shall act for the Administrative Staff Council between meetings and shall act as or designate a liaison between the Administrative Staff Council and other governance groups, individuals, and agencies. The Executive Committee shall set the agendas for ASC meetings and shall set priorities and goals yearly in September.

### Section 2: ASC Standing Committees

The members of ASC standing committees will be ASC members and will be elected by ASC representatives. ASC members may be nominated or may volunteer to serve on ASC standing committees. Ballots will be distributed annually at the April council meeting and results announced at the May meeting. Ballots shall be returned within two weeks. Membership on these committees ends with the individual ASC elected terms. Standing committees may appoint subcommittees whose members need not be ASC representatives. Chairs shall be elected by the committees unless stated otherwise. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are:

- A. Elections Committee - This committee shall be composed of the ASC secretary, who shall be its chair, and four other council members in the last year of their terms. The committee shall assist the secretary in initiating, conducting, tabulating and announcing the results of nominations and elections for both ASC and appropriate university standing committees and in maintaining election eligibility and voting records.
- B. Professional Development Committee - This four-member committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.

- C. Personnel/Welfare - This committee shall be composed of four members who will annually review the administrative staff handbook. The committee shall also review, study, and recommend council action on matters involving salary, benefits, performance, evaluation and policies and procedures which affect the functioning of administrative staff in their positions.
- D. Finance - This committee of two members, one of whom will be the Chair-Elect, shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the university budget committee.
- E. Amendments - This committee shall be comprised of four members. It shall both initiate and receive proposed amendments to the charter or By-Laws and shall report to the ASC on all proposed amendments.

### Section 3: University Standing Committees

Those administrative staff elected to university standing committees need not be ASC representatives and shall be elected by the entire administrative staff. Annually, in February, a request will be filed through the Monitor for nominations and volunteers from the entire administrative staff for specific university standing committees. Ballots shall be mailed to all administrative staff in April and returned within two weeks. Results will be announced at the May meeting. In the event of an unanticipated request for an administrative staff representative to a committee, agency, panel, or other such body, the Executive Committee may appoint an administrative staff member for the first term only. Subsequent representatives shall be elected. Each elected representative shall serve for the term designated by the particular committee. In the event that no length of service is set by the individual committee, the term shall last one year.

### Section 4: Ad Hoc Committees

ASC ad hoc committees shall be created by the Executive Committee which will appoint members who need not be ASC representatives. The Executive Committee shall also appoint representatives of the administrative staff to university ad hoc committees. After two years, an ASC ad hoc committee shall either cease to function or shall request to be made a standing committee through the Amendments Committee.

## ARTICLE 3 ELECTIONS

### Section 1: Elections to the Administrative Staff Council

Annually, in January, the Elections Committee will assess ASC membership apportionment on the basis of one representative for each ten or fewer contract staff administrators in each Vice Presidential or Presidential area. The Committee will report its findings and recommendations to the Executive Committee. The Elections Committee will prepare and

circulate to each administrative staff member, by Vice Presidential or Presidential area, nomination forms for the purpose of receiving from the total administrative staff the names of individuals in their Vice Presidential or Presidential areas whom they wish to nominate for election to the Administrative Staff Council. The nomination forms must be returned within two weeks. The Elections Committee will tabulate the nomination ballots and review the list for eligibility purposes. All nominees will be contacted to ascertain their willingness to run for election. Annually, during February and upon receiving approval of the nomination list by the Executive Committee, the Elections Committee will announce the candidates for each Vice Presidential or Presidential area. The Elections Committee shall send ballots to all administrative staff at least three weeks before the regularly scheduled March meeting. The ballots will call for a return date of ten days from the date sent. No ballots will be accepted after the deadline date. The Elections Committee shall count all ballots. Ballots and working papers will be retained until the election has been certified. A permanent list of the election results shall be kept. Committee members will not reveal the voting results until reported at a council meeting. The Elections Committee will report the results of the election at the regularly scheduled March council meeting. The council shall validate the conduct of the election and shall certify the election. After certification, the Election Committee shall retain for one month, all envelopes, ballots and working papers which shall then be destroyed. The council has the option of inviting the newly elected council members to the April meeting of the council. Positions vacated by resignation or for other reasons prior to the dates of the annual election shall be filled by the Executive Committee by appointment from the Vice Presidential or Presidential area represented by the vacated position. The vacant position shall be offered to the person who received the next highest number of votes in the preceding election. Such appointments shall be ratified by the Administrative Staff Council and shall continue until the next regular election.

#### Section 2: Elections to ASC and University Standing Committees

The specific elections procedures for ASC and university standing committees are delineated in Article 2, Sections 2 and 3. For general processes, including contacting of nominees and accepting and retaining ballots, refer to Article 3, Section 1.

#### Section 3: Elections to the ASC Executive Committee and Election of Officers

The specific elections procedures for officers and the Executive Committee are covered in Article 2, Section 2. For general processes, including contacting of nominees and accepting and retaining ballots, refer to Article 3, Section 1.

### ARTICLE 4 FINANCES

A committee consisting of at least two ASC members, chaired by the chair-elect, shall have the responsibility for the budgeting and control of funds designated for the Administrative Staff Council as follows:



University Budgets:

Prepare and submit an annual budget for the coming fiscal year to the Administrative Staff Council for review and approval.

After ASC approval, submit the proposed budget request to the appropriate University budget review committee according to established procedure.

Foundation Account:

This account will include cash donations from dues and other contributions not part of the University budget to be used as the need arises.

Persons authorized to pay expenses through the budget and the Foundation Account will be the Chair, Chair-Elect or Secretary.

In addition, a final annual report for the preceding fiscal year for both the University budget and the Foundation Account will be submitted to the Administrative Staff Council by October 30.

ARTICLE 5 OFFICIAL LIAISON

Section 1: President's Representative

The Assistant to the President of Bowling Green State University, or other designee as appointed by the President, shall be the official President's liaison with the Administrative Staff Council. The President of the University will have a standing invitation to meet with the Council.

Section 2: Media Representative

The "Monitor", published by the Bowling Green State University Office of Public Relations, will be the official vehicle used to disseminate Administrative Staff Council information to all administrative staff members and other members of the university community. Additional forms of communication may be used as deemed necessary.

Section 3: Faculty Senate

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Faculty Senate. This liaison will attend meetings of the Senate and will serve as a communications link between the two groups.

Section 4: Classified Staff Advisory Committee

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Classified Staff Advisory Committee. This liaison will attend meetings of the CSAC and will serve as a communications link between the two groups.

## ARTICLE 6 QUORUM

### Section 1: ASC and ASC Committees

For the conduct of ASC or committee business, a quorum shall consist of a majority of Administrative Staff Council or committee membership.

### Section 2: Full Administrative Staff

At a meeting of the full administrative staff, those present constitute a quorum.

## ARTICLE 7 RULES OF ORDER

Roberts' Rules of Order, Newly Revised, shall be the authority on parliamentary procedure at any meeting of the council or its committees.

## ARTICLE 8 AMENDMENTS OF CHARTER AND BY-LAWS

### Section 1

Amendments to the Charter and/or the By-Laws may be proposed by one or more of the following:

- a) by majority of the Executive Committee
- b) by petition signed by 10% of the ASC membership
- c) by the Amendments Committee
- d) by petition signed by 10% of the full administrative staff

### Section 2

The Amendments Committee will receive all proposed amendments to the Charter or By-Laws. The proposed amendment shall be presented in writing at the first Administrative Staff Council meeting following its receipt by the Amendments Committee. The amendment will not be debated, refined and/or amended but members of the council may ask questions in order to clarify any part of the amendment.

### Section 3

The text of the printed amendment will be sent by the secretary to all Administrative Staff Council members at least twenty days prior to its consideration.

### Section 4

The proposed amendment, after meeting all requirements of this article shall be placed on the agenda of a council meeting at which time the amendment may be debated, refined and/or amended before final vote.

Section 5

The Charter and/or By-Laws shall be amended by a three-fourths (3/4) vote of the members present at the council meeting.

Section 6

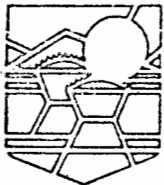
Voting on proposed amendments to the Charter and By-Laws shall be by written ballot.

Section 7

Unless otherwise provided, all amendments shall take effect immediately.

Section 8

A proposed amendment to the Charter and/or By-Laws may be withdrawn by a majority of the petitioners or by written request of the Executive Committee.



Bowling Green State University

Office of Registration and Records  
Bowling Green, Ohio 43403  
1 (419) 372-0441  
Cable: BGSUOH

June 24, 1982

Dr. Paul Olscamp, President  
President's Office  
Western Washington University  
Bellingham, WA 98225

Dear President Olscamp:

Over the past few years, many of Bowling Green's contract staff have frequently felt and expressed the need for a recognized representative group which could assess and express its needs and concerns. Recently, a meeting was held to explore this possibility. Near its conclusion, we were asked to communicate with you regarding the proceedings of the meeting. Probably the most significant decision the group reached was that we needed to elect an ad hoc steering committee to investigate and propose an ongoing, permanent organizational structure. The motion to form this committee was passed unanimously and read:

Recognizing the need to establish a representative group to serve as an advocate of contract staff interests and concerns, we move that an ad hoc committee be established to explore and propose an ongoing organizational structure through which this purpose can be fulfilled.

We are hoping that this committee can begin its tasks by mid-July and be finished by mid-September. We are sure that its members would like very much to meet with you at some convenient time this summer. Of course, we all look forward to meeting and working with you in the future. If you would like any further information, please let any one of us know; and we will be pleased to be of assistance.

Sincerely,

Cary Brewer, Registrar  
Zola Buford, Associate Registrar  
and Director of Records  
Gregg DeCrane, Director of Student  
Organizations and New Student Programs  
Kathleen Hart, Coordinator, General Studies  
Writing  
Rebecca McOmber, Assistant Registrar  
Nancy Miller, Director of Off-Campus Programs  
and Independent Study  
Judi Roller, Director of Registration  
Don Saleh, Associate Director, Financial Aid  
and Student Employment  
Duane Whitmire, Director of Scheduling

JR:ns

cc Richard Edwards, Executive Vice President



Bowling Green State University

Equal Opportunity Compliance/Handicapped Services  
Bowling Green, Ohio 43403  
(419) 372-0495  
Cable: BGSUOH

September 22, 1982

MEMORANDUM

TO: Administrative Staff  
FROM: Drafting Committee  
RE: Administrative Staff Council Charter

Enclosed is a draft of the charter for the administrative staff council. An administrative staff meeting will be held on September 30 from 12:00 to 1:30 p.m. in the Alumni Room of the Student Union. At that time comments will be received about each section of the proposed charter. We are asking that administrative staff who have some concerns about sections submit them to the charter drafting committee in writing. We will consider them. Balloting will not take place on September 30th. The ballot, along with the revised charter of the Administrative Staff Council, will be submitted to you the week following the all-campus meeting. If you have questions before the all-campus meeting, please direct those questions to the charter drafting committee whose names and phone numbers are listed below.

Cary Brewer - 2-0441  
Zola Buford - 2-0441  
Jill Carr - 2-2011  
Suzanne Crawford - 2-0495  
Tom Glick - 2-2086  
Jim Litwin - 2-2681  
Joe Martini - 2-2236  
Russ Meister - 2-2112  
Norma Stickler - 2-2915

Please put on your calendar September 30th at 12:00,  
Alumni Room, University Union. We hope to see you there.

vf

Enclosure

**CHARTER  
BOWLING GREEN STATE UNIVERSITY  
ADMINISTRATIVE STAFF COUNCIL**

**SECTION I — Name and Representation**

OK All Bowling Green State University administrative, technical, and research personnel having a full-time or continuing part-time Staff Contract shall be defined as Administrative Staff and shall be represented by the Administrative Staff Council.

**SECTION II — Purpose of the Administrative Staff Council**

OK The purpose of the Administrative Staff Council shall be to represent administrative staff members by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members, and reviewing, initiating, and making recommendations on institutional policies.

**SECTION III — Membership of the Administrative Staff Council**

286 All administrative staff, as defined above, shall be eligible to vote and hold offices.

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Upon the recommendation of the Executive Committee and upon ratification by a two-thirds vote of the Administrative Staff Council, a maximum of three additional non-voting ex officio seats may be established.

**SECTION IV — Officers and Committees**

**Officers.** Officers of Administrative Staff Council shall be a Chair, a Chair-Elect, and a Secretary. Officers shall be elected each year by all members of the administrative staff. Initial nominations for officers shall be made by the Executive Committee and additional nominations may be made by the full membership. The Chair and Secretary shall serve one-year terms; the Chair-Elect shall serve one year as Chair-Elect and the next year as Chair. The term of office on the administrative staff council shall be extended appropriately for any member elected Chair Elect. Officers may be removed from office by a two-thirds vote of the full membership.

*governing rules*

Duties of the Officers:

The Chair shall preside at all meetings, and the Chair (or designate) shall represent the administrative staff to all appropriate bodies and individuals.

The Chair-Elect shall assume all responsibilities of the Chair in case of the Chair's absence or resignation, shall assume the role of Chair at the end of the Chair's term of office, and shall maintain the budget of the Administrative Staff Council.

The Secretary shall maintain a record of all meetings, assist with correspondence, record attendance, and maintain election eligibility and voting records. The secretary shall assure that the administrative staff is informed of all proceedings of the Administrative Staff Council and of the Executive Committee.

The officers of the Administrative Staff Council shall summarize the activities of the Council in an annual report to all members of the administrative staff at the conclusion of each fiscal year.

Committees:

1. Executive Committee. The Executive Committee shall be composed of the Chair, the Chair-Elect, the Secretary and one representative from each vice presidential area, elected from the Administrative Staff Council by the full administrative staff membership. *and Pres. area.*
2. Other Committees. Committees shall be appointed by the Executive Committee as the need arises.

SECTION V — Meetings

*OK*

Meetings of the Administrative Staff Council and the Executive Committee shall be held on a regular basis. A meeting of the entire administrative staff shall be called by the Executive Council at least once a year. Special meetings of the full administrative staff may be called upon the request of a majority of the full membership of the administrative staff or of the members of the administrative staff council. The Secretary shall provide due notification of all meetings.

SECTION VI — Authorities and Amendments

The Council shall be governed by this Charter, the Bylaws, and other policies and procedures as subsequently approved by the appropriate membership.

This Charter may be amended by a two-thirds vote of the Administrative Staff Council provided that a copy of the amendment has been distributed to the full administrative staff membership at least 30 days prior to the meeting at which the amendment is to be considered.

*of those members  
voting*

## Revision of Academic Charter

Dear President Olscamp,

We are appreciative of the opportunity to review the changes you wish to make in the Academic Charter. While we wish that the permanent Administrative Staff Council were in session in order to respond to the changes, this is not the case. As a Steering Committee, we have taken it upon ourselves to reply because of your interest in completing this task.

Our comments are based upon the assumption that your revisions in the Charter are made to make the Charter a more expeditious ~~document~~ document. A major element of the proposed change has been the separation of governance and employment issues. Employment issues henceforth will be dealt with in handbooks. Other revisions such as the inclusion of Academic Council within Faculty Senate are ~~made~~ made. Many of these changes will produce a more effective document and we applaud your initiative.

Our first question has to do with the division of the University administration into two groups: the administration and the administrative staff. While this division may help to give the fledgling A.S.C. an identity, we do not think this separation is appropriate.

The emphasis in the development of the Administrative Staff Council has not been the intrusion of administrative staff into governance structures. The emphasis, rather, has been on professional growth opportunities, policy review and the provision of a forum. Several discussions on governance possibilities, such as the development of the Council within a University Senate setting, and/or a representative to the Board of Trustees, were discussed and voted down. (This is not to say that the Administrative Staff Council will not or should not become involved in governance issues.)

However, we believe the separation of the administration into two groups within the Academic Charter may be divisive for these reasons:

<sup>1</sup>  
a basic document



1. It does not promote collegiality within the university. We tend to think of ourselves as part of the University administration.
2. Second, it places administrative staff somewhere between the University administration and classified staff. It is inconsistent with the professional image of the administrative staff.
3. The criteria for being included in the University administration is very unclear. How was this division made? Is it consistent? Were positions defined by function, faculty status, or ~~because~~ <sup>tradition?</sup> ~~they happen to sit in a certain office?~~ (We also fail to see other groups being separated out. Should classified staff be dealt with as supervision and non-supervision? Should students be dealt with as graduates and undergraduates?) In a document of this import, we fail to see the need to do such, especially when the change seems to go against the grain of your reasons for revising the Charter.

On the other hand, if you feel the division is very appropriate and in the best interests of the University we would like some clarification on how the division was arrived at. ~~We are traditional structures used?~~ If separation is to be the case, we would suggest that the University Administration be referred to as the Central Administration and include only the President and the Vice Presidents, that is, Cabinet-level positions. Also, if it is your intention to keep this separation, we will continue to review the Charter. If the Administration Staff are to be separated out as part of the University governance structure, there are several places in the Charter that we would prefer they be inserted in a systematic fashion.

Thank you for understanding our concern.

Suggested Changes to Charter of  
Administrative Staff Council

Substance ✓ Bd of Trustees 16  
✓ 1 full meeting  
✓ quorum must be present  
assistance provided

Sept 23  
P.O. 10-11  
SEC 330-47

All Sections: Change "will" to "shall"

SECTION I

ANY Bowling Green State University administrative, technical OR research  
EMPLOYEE having A full time.....

SECTION II

Change "Objectives" to PURPOSE

Change section to read:

The purpose of the Administrative Staff Council shall be to represent  
administrative staff members <sup>Xo</sup> (by promoting their general welfare,  
to seeking professional development opportunities, maintaining  
communication among staff members, and reviewing, initiating, and  
making recommendations on institutional policies.

SECTION III

Insert after "Vice Presidential Areas of the University." (line 5 of  
Section III) ADMINISTRATIVE STAFF NOT REPORTING TO A VICE PRESIDENT SHALL  
CONSTITUTE A SEPARATE GROUP THAT SHALL BE PROPORTIONATELY REPRESENTED ON  
THE COUNCIL.

Insert NON-VOTING before "ex officio" in last line of Section III

by-laws to consider: How will vacancies in term of office be filled?

SECTION IV

paragraph 1 (line 3) "Initial nominations for officers SHALL be made by  
the Executive Committee, and nominations MAY BE MADE BY THE CONSTITUENCY." <sup>good</sup> <sup>membership</sup>

add to end of paragraph 1: THE TERM OF OFFICE ON THE ADMINISTRATIVE STAFF  
COUNCIL SHALL BE EXTENDED APPROPRIATELY FOR ANY MEMBER ELECTED CHAIR ELECT.

add also to end of paragraph 1: OFFICERS MAY BE REMOVED FROM OFFICE BY A  
TWO-THIRDS VOTE OF THE FULL MEMBERSHIP.

by-laws to consider: How will vacancies for officers be filled (chair elect and  
secretary)?

Paragraph 1 of Duties of the Officers

- Vote 4*
- ① Change to read "The Chair will preside at all meetings, and the Chair (or designate) will represent the administrative staff to <sup>all</sup> appropriate bodies."

or

- Vote 2*
- ② Change second sentence to read "The Chair (or designate) will represent the administrative staff TO THE BOARD OF TRUSTEES <sup>all</sup> AND OTHER appropriate bodies."

Paragraph 4 of Duties of the Officers

Change to read "The officers of the Administrative Staff Council shall summarize the activities of the Council in an annual report ~~which shall be made available~~ to all members of the administrative staff at the conclusion of each fiscal year."

SECTION V

Change to read

or

Regular meetings will be held of the Administrative Staff Council and the Executive Committee. <sup>↑</sup> SPECIAL MEETINGS OF THE FULL ADMINISTRATIVE STAFF MAY BE CALLED UPON THE REQUEST OF A MAJORITY OF THE MEMBERS OR OF THE ADMINISTRATIVE STAFF COUNCIL. The Secretary . . .

Add: <sup>shall</sup> A MEETING OF THE ENTIRE ADMINISTRATIVE STAFF ~~TO~~ BE CALLED BY THE EXECUTIVE COUNCIL WILL BE HELD AT LEAST ONCE A YEAR.

Add: PROCEEDINGS OF ADMINISTRATIVE STAFF COUNCIL MEETINGS WILL BE GOVERNED BY ROBERT'S RULES OF ORDER.

Add: A QUORUM AT REGULARLY SCHEDULED MEETINGS OF ADMINISTRATIVE STAFF COUNCIL WILL BE DEFINED AS TWO-THIRDS OF THE MEMBERS.

To consider: Should the Administrative Staff Council meetings be open meetings? The Executive Committee?

To consider: Should there be a provision for members who are absent? Should there be a provision for a designated substitute?

*Difficult*  
*18*  
*Norma To Tell*

## SECTION VI

change paragraph 2 to read

This charter may be amended by a two-thirds vote of the ADMINISTRATIVE STAFF COUNCIL provided that a copy of the amendment has been distributed to the entire ~~COUNCIL~~ at least 30 DAYS prior to the meeting at which the amendment is TO BE approved.

*Membership considered*  
*Full administrative staff*

*some very difficult*

Suggestions For Charter Draft Revisions  
(changes in *italics*)

Section II, line 4: . . .review *institutional policies*

Section III, para. 2, add: *No staff member will be eligible to serve consecutive three-year terms.*

Section IV, after line 8, add: *The Chair will also represent Administrative Staff Council at Board of Trustees Meetings.*

Section IV, after line 11, add: *The Chair-Elect will maintain the budget of the Administrative Staff Council.*

Section IV, line 12: . . .of all meetings *including attendance,*

Section IV, after line 15: . . .*The Officers of the Administrative Staff Council will be responsible for summarizing the activities of the Council and provide an Annual Report to the members prior to the beginning of the next academic year.*

Section V, line 1: meetings will be held monthly. *A quorum of Council members must be present in order to hold a meeting. The Executive Committee will meet once a month, one week prior to a full Council meeting.*

Section VI, add: . . .*and has been presented to the Executive Committee*

*200 Crap*

8239

August 10 DRAFT #2

CHARTER  
BOWLING GREEN STATE UNIVERSITY  
ADMINISTRATIVE STAFF COUNCIL

SECTION I -- Name

The name of this group will be the Administrative Staff Council

*put definit here*

SECTION II -- Objectives

*a University  
serving  
professionals*  
The objectives of the Administrative Staff Council will be to represent administrative staff, promote the general welfare of administrative staff, seek professional development opportunities for administrative staff, maintain communication among administrative staff, and review policies relevant to administrative staff.

*insist on formal*

The Council will be governed by this Charter, the Bylaws, and other amendments as subsequently approved by the appropriate membership and action.

SECTION III -- Membership

*~~and technical~~*

All full-time and continuing part-time administrative staff will be eligible to vote in elections and will be eligible to hold Council offices. Eligibility to vote or hold offices will not extend to University staff holding faculty rank who have teaching responsibilities greater than fifty percent of their contract, staff in the Classified System, and the President and Vice Presidents of the University. The President and Vice Presidents will be ex officio members of Administrative Staff Council.

The membership of the Administrative Staff Council will be composed of ten percent of the full membership and will be determined through election by the administrative staff members. The Administrative Staff Council will be selected from each of the Vice Presidential areas of the University. The number of members from each area will be proportional to the number of administrative staff in that area. The apportionment will be reassessed yearly by the Executive Committee. Membership on Administrative Staff Council will be for three year terms, with one-third of the membership being elected each year.

*No person shall be eligible to serve  
consecutive three year terms*

SECTION IV -- Officers and Committees

Officers. Officers of Administrative Staff Council will be a Chair, a Chair-Elect, and a Secretary. Officers will be elected each year by all members of the administrative staff. The Chair and Secretary will serve one-year terms; the Chair-Elect will serve one year as Chair-Elect and the next year as Chair. Initial nominations for officers will be made by the Executive Committee, and nominations may be added from the floor.

Duties of the Officers:

The Chair will preside at all meetings and will be responsible for the continuity and effectiveness of the Administrative Staff Council. *The Chair will report the Staff at Trustees Meeting - Annual report (all three)*

The Chair-Elect will assume all responsibilities of the Chair in case of the Chair's absence or resignation and will assume the role of Chair at the end of the Chair's term of office. *Budget matters*

The Secretary will maintain a record of all meetings, assist with correspondence and maintain election eligibility and voting records. The secretary will assure that the membership is informed of all proceedings of the Administrative Staff Council and the Executive Committee. *attendance at meetings*

Standing Committees:

1. Executive Committee. The Executive Committee will be composed of the Chair, the Chair-Elect, the Secretary and one ~~at large~~ representative from each vice presidential area, selected from and by the elected full Administrative Staff Council. *n=7*
2. Standing Committees. Standing Committees will be appointed by the Executive Committee from ~~the Council membership~~ (the full administrative staff membership) as the need arises.

*The Chair will normally be present with a certain guarantee release time.*

*during the calendar year*  
*once in addition to full Council meeting*  
*once each semester*

SECTION V -- Meetings

Administrative Staff Council meetings will be held monthly, or more frequently as required. The Executive Committee will meet ~~once~~ a month, or one week prior to a full Council meeting. Meetings of the full Administrative Staff membership will be arranged ~~semi-annually~~ by the Administrative Staff Council.

*quorum must be in attendance*

SECTION VI -- Amendments

This Charter may be amended by a two-thirds vote of the members present at a full-membership meeting, provided that a copy of the amendment has been distributed to the entire membership at least ~~two~~ months prior to the meeting at which the amendment is approved. *one*

*and has been presented to the Executive Committee*

*Those unable to attend may be represented by a substitute with full privileges.*  
*Two meetings consecutively must be given for recall*

DRAFT #4 (with "will" changed to "shall")

CHARTER  
BOWLING GREEN STATE UNIVERSITY  
ADMINISTRATIVE STAFF COUNCIL

SECTION I -- Name and Representation

All Bowling Green State University administrative, technical, and research personnel having a full-time or continuing part-time Staff Contract shall be defined as Administrative Staff and shall be represented by the Administrative Staff Council.

SECTION II -- Objectives of the Administrative Staff Council

The objectives of the Administrative Staff Council shall be to represent administrative staff by <sup>①</sup>promoting their general welfare, <sup>②</sup>seeking professional development opportunities, <sup>③</sup>maintaining communication among staff members, and reviewing institutional policies relevant to administrative staff. <sup>④</sup>

SECTION III -- Membership of the Administrative Staff Council

All administrative staff, as defined above, shall be eligible to vote and hold offices.

The membership of the Administrative Staff Council shall be composed of ten percent of the full membership and shall be determined through election by the administrative staff members. The Administrative Staff Council shall be selected from each of the Vice Presidential areas of the University. The number of members from each area shall be proportional to the number of administrative staff in that area. The apportionment shall be reassessed yearly by the Executive Committee. Membership on Administrative Staff Council shall be for three year terms, with one-third of the membership being elected each year. Members may not hold consecutive three-year terms.

Upon the recommendation of the Executive Committee and upon ratification by a two-thirds vote of the Administrative Staff Council, a maximum of three additional ex officio seats may be established.

SECTION IV -- Officers and Committees

Officers. Officers of Administrative Staff Council shall be a Chair, a Chair-Elect, and a Secretary. Officers shall be elected each year by all members of the administrative staff. Initial nominations for officers shall be made by the Executive Committee, and nominations may be added from the floor. The Chair and Secretary shall serve one-year terms; the Chair-Elect shall serve one year as Chair-Elect and the next year as Chair.



#### Duties of the Officers:

The Chair shall preside at all meetings and shall be responsible for the continuity and effectiveness of the Administrative Staff Council. The Chair (or designate) shall represent the administrative staff to all appropriate bodies.

The Chair-Elect shall assume all responsibilities of the Chair in case of the Chair's absence or resignation, shall assume the role of Chair at the end of the Chair's term of office, and shall maintain the budget of the Administrative Staff Council.

The Secretary shall maintain a record of all meetings, assist with correspondence, record attendance, and maintain election eligibility and voting records. The secretary shall assure that the administrative staff is informed of all proceedings of the Administrative Staff Council and of the Executive Committee.

The officers of the Administrative Staff Council shall be responsible for summarizing the activities of the Council and for providing an annual report to the members prior to the beginning of the next academic year.

#### Committees:

1. Executive Committee. The Executive Committee shall be composed of the Chair, the Chair-Elect, the Secretary and one representative from each vice presidential area, elected from the Administrative Staff Council by the full administrative staff membership.
2. Other Committees. Committees shall be appointed by the Executive Committee as the need arises.

### SECTION V -- Meetings

Regular meetings shall be held of the Administrative Staff Council, the Executive Committee, and the full administrative staff. The Secretary shall provide due notification of all meetings.

### SECTION VI -- Authorities and Amendments

The Council shall be governed by this Charter, the Bylaws, and other policies and procedures as subsequently approved by the appropriate membership.

This Charter may be amended by a two-thirds vote of the members present at a full-membership meeting, provided that a copy of the amendment has been distributed to the entire membership at least two months prior to the meeting at which the amendment is approved and provided the amendment has been presented to the Executive Committee.

DRAFT #4

CHARTER  
BOWLING GREEN STATE UNIVERSITY  
ADMINISTRATIVE STAFF COUNCIL

SECTION I — Name and Representation

All Bowling Green State University administrative, technical, and research personnel having a full-time or continuing part-time Staff Contract will be defined as Administrative Staff and will be represented by the Administrative Staff Council.

SECTION II — Objectives of the Administrative Staff Council

The objectives of the Administrative Staff Council will be to represent administrative staff by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members, and reviewing institutional policies relevant to administrative staff.

SECTION III — Membership of the Administrative Staff Council

All administrative staff, as defined above, will be eligible to vote and hold offices.

The membership of the Administrative Staff Council will be composed of ten percent of the full membership and will be determined through election by the administrative staff members. The Administrative Staff Council will be selected from each of the Vice Presidential areas of the University. The number of members from each area will be proportional to the number of administrative staff in that area. The apportionment will be reassessed yearly by the Executive Committee. Membership on Administrative Staff Council will be for three year terms, with one-third of the membership being elected each year. Members may not hold consecutive three-year terms.

Upon the recommendation of the Executive Committee and upon ratification by a two-thirds vote of the Administrative Staff Council, a maximum of three additional ex officio seats may be established.

SECTION IV — Officers and Committees

Officers. Officers of Administrative Staff Council will be a Chair, a Chair-Elect, and a Secretary. Officers will be elected each year by all members of the administrative staff. Initial nominations for officers will be made by the Executive Committee, and nominations may be added from the floor. The Chair and Secretary will serve one-year terms; the Chair-Elect will serve one year as Chair-Elect and the next year as Chair.

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The Chair will preside at all meetings and will be responsible for the continuity and effectiveness of the Administrative Staff Council. The Chair (or designate) will represent the administrative staff to all appropriate bodies.

The Chair-Elect will assume all responsibilities of the Chair in case of the Chair's absence or resignation, will assume the role of Chair at the end of the Chair's term of office, and will maintain the budget of the Administrative Staff Council.

The Secretary will maintain a record of all meetings, assist with correspondence, record attendance, and maintain election eligibility and voting records. The secretary will assure that the administrative staff is informed of all proceedings of the Administrative Staff Council and of the Executive Committee.

The officers of the Administrative Staff Council will be responsible for summarizing the activities of the Council and for providing an annual report to the members prior to the beginning of the next academic year.

#### Committees:

1. Executive Committee. The Executive Committee will be composed of the Chair, the Chair-Elect, the Secretary and one representative from each vice presidential area, elected from the Administrative Staff Council by the full administrative staff membership.
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### SECTION VI — Authorities and Amendments

The Council will be governed by this Charter, the Bylaws, and other policies and procedures as subsequently approved by the appropriate membership.

This Charter may be amended by a two-thirds vote of the members present at a full-membership meeting, provided that a copy of the amendment has been distributed to the entire membership at least two months prior to the meeting at which the amendment is approved and provided the amendment has been presented to the Executive Committee.

October 11, 1982

MEMORANDUM

TO: All Bowling Green State University  
Contract Staff Employees

FROM: Cary Brewer, Chair  
Administrative Staff Steering Committee

RE: Administrative Staff Charter

Attached please find a copy of the Administrative Staff charter. After reviewing comments made at the general membership meeting on September 30, 1982, as well as those written comments submitted to the Administrative Staff Steering Committee, it is the opinion of the Administrative Staff Steering Committee that the charter be forwarded to you at this time for your vote of acceptance or rejection.

The Administrative Staff Steering Committee has reviewed and combined both the written and verbal comments that have been submitted by the membership. In addition, the Steering Committee has solicited comments on the proposed charter from many individuals within the campus community--specifically, Dr. Ron Stoner, Chair of the Faculty Senate; Dr. Paul Olscamp, University President; and members of the Senate Executive Committee.

While each of you might suggest further revision to this document, it is the Steering Committee's opinion that the document can serve as the foundation for the Administrative Staff Council. It provides a method of election for the Council as well as future revisions to the charter. It is our opinion that "time is of the essence" and a council must be elected to deal with the many important issues facing contract staff employees at Bowling Green State University. The Administrative Staff Steering Committee is unanimous in urging you to vote your acceptance of this document. Once the document has been accepted, then the process of nomination and election of officers can begin.

Please sign and return the enclosed ballot to Mr. Joseph Martini, Office of the Bursar, by October 20, 1982. I am hopeful that you will give this matter your immediate attention so that an idea that has budded may reach fruition in the near future.

vs/1

Enclosure

cc: Administrative Staff Steering Committee

CHARTER  
BOWLING GREEN STATE UNIVERSITY  
ADMINISTRATIVE STAFF COUNCIL

SECTION I — Name and Representation

All Bowling Green State University administrative, technical, and research personnel having a full-time or continuing part-time Staff Contract shall be defined as Administrative Staff and shall be represented by the Administrative Staff Council.

SECTION II — Purpose of the Administrative Staff Council

The purpose of the Administrative Staff Council shall be to represent administrative staff members by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members, and reviewing, initiating, and making recommendations on institutional policies.

SECTION III — Membership of the Administrative Staff Council

All administrative staff, as defined above, shall be eligible to vote and hold offices.

The membership of the Administrative Staff Council shall be composed of ten percent of the full membership and shall be determined through election by the administrative staff members. The Administrative Staff Council shall be selected from each of the Vice Presidential areas of the University. Administrative Staff not reporting to a Vice President shall constitute a separate group that shall be proportionately represented on the Council. The number of members from each area shall be proportional to the number of administrative staff in that area. Council members shall be elected by the members of their designated area. The apportionment shall be reassessed yearly by the Executive Committee. Each area shall be represented by at least one Council member. Membership on Administrative Staff Council shall be for three year terms, with one-third of the membership being elected each year. Members may not hold consecutive three-year terms.

Upon the recommendation of the Executive Committee and upon ratification by a two-thirds vote of the Administrative Staff Council, a maximum of three additional non-voting ex officio seats may be established.

SECTION IV — Officers and Committees

Officers. Officers of Administrative Staff Council shall be a Chair, a Chair-Elect, and a Secretary. Officers shall be elected each year by all members of the administrative staff. Initial nominations for officers shall be made by the Executive Committee and additional nominations may be made by the full membership. The Chair and Secretary shall serve one-year terms; the Chair-Elect shall serve one year as Chair-Elect and the next year as Chair. The term of office on the administrative staff council shall be extended appropriately for any member elected Chair Elect. Officers may be removed from office by a two-thirds vote of the full membership.

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Duties of the Officers:

The Chair shall preside at all meetings, and the Chair (or designate) shall represent the administrative staff to all appropriate bodies and individuals.

The Chair-Elect shall assume all responsibilities of the Chair in case of the Chair's absence or resignation, shall assume the role of Chair at the end of the Chair's term of office, and shall maintain the budget of the Administrative Staff Council.

The Secretary shall maintain a record of all meetings, assist with correspondence, record attendance, and maintain election eligibility and voting records. The secretary shall assure that the administrative staff is informed of all proceedings of the Administrative Staff Council and of the Executive Committee.

The officers of the Administrative Staff Council shall summarize the activities of the Council in an annual report to all members of the administrative staff at the conclusion of each fiscal year.

Committees:

1. Executive Committee. The Executive Committee shall be composed of the Chair, the Chair-Elect, the Secretary and one representative from each designated area, elected from the Administrative Staff Council by the full administrative staff membership.
2. Other Committees. Committees shall be appointed by the Administrative Staff Council as the need arises.

SECTION V — Meetings

Meetings of the Administrative Staff Council and the Executive Committee shall be held on a regular basis. A meeting of the entire administrative staff shall be called by the Executive Committee at least once a year. Special meetings of the full administrative staff may be called upon the request of ten percent of the full membership of the administrative staff or by a majority of the members of the Administrative Staff Council. The Secretary shall provide due notification of all meetings.

SECTION VI — Authorities and Amendments

The Council shall be governed by this Charter, the Bylaws, and other policies and procedures as subsequently approved or amended.

This Charter may be amended by a majority of those voting from the full administrative staff provided that a copy of the amendment has been distributed to the full membership at least 30 days prior to the vote.

OCT 13 1982

October 12, 1982

MEMORANDUM

DEAN OF STUDENTS

TO: All Bowling Green State University  
Contract Staff Employees

FROM: Cary Brewer, Chair *Cary Brewer*  
Administrative Staff Steering Committee

RE: Administrative Staff Charter

Attached please find a copy of the Administrative Staff charter. After reviewing comments made at the general membership meeting on September 30, 1982, as well as those written comments submitted to the Administrative Staff Steering Committee, the Steering Committee has made final revisions to the Charter and now agrees that the charter be forwarded to you for a vote of acceptance or rejection.

During the past several weeks, the Administrative Staff Steering Committee has reviewed both the written and verbal comments that have been submitted by the membership. Many of these ideas have been included in the charter. In addition, the Steering Committee has solicited comments on the proposed charter from many individuals within the campus community--including Dr. Ron Stoner, Chair of the Faculty Senate and Dr. Paul Olscamp, University President.

While each of you might suggest further revision to this document, it is the Steering Committee's opinion that the document can serve as the foundation for the Administrative Staff Council. It provides a method of election for the Council as well as future revisions. It is our opinion that "time is of the essence" and a council must be elected to deal with the many important issues facing contract staff employees at Bowling Green State University. The Administrative Staff Steering Committee is unanimous in urging you to vote your acceptance of this document.

Please sign and return the enclosed ballot to Mr. Joseph Martini, Office of the Bursar, by October 20, 1982. I am hopeful that you will give this matter your immediate attention so that an idea that has budded may reach fruition in the near future.

sal

Enclosure

cc: Administrative Staff Steering Committee

82

# CHARTER BOWLING GREEN STATE UNIVERSITY ADMINISTRATIVE STAFF COUNCIL

## SECTION I — Name and Representation

All Bowling Green State University administrative, technical, and research personnel having a full-time or continuing part-time Staff Contract shall be defined as Administrative Staff and shall be represented by the Administrative Staff Council.

## SECTION II — Purpose of the Administrative Staff Council

The purpose of the Administrative Staff Council shall be to represent administrative staff members by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members, and reviewing, initiating, and making recommendations on institutional policies.

## SECTION III — Membership of the Administrative Staff Council

All administrative staff, as defined above, shall be eligible to vote and hold offices.

The membership of the Administrative Staff Council shall be composed of ten percent of the full membership and shall be determined through election by the administrative staff members. The Administrative Staff Council shall be selected from each of the Vice Presidential areas of the University. Administrative Staff not reporting to a Vice President shall constitute a separate group that shall be proportionately represented on the Council. The number of members from each area shall be proportional to the number of administrative staff in that area. Council members shall be elected by the members of their designated area. Each area shall be represented by at least one Council member. The apportionment shall be assessed yearly by the Executive Committee. Membership on Administrative Staff Council shall be for three year terms, with one-third of the membership being elected each year. Members may not hold consecutive three-year terms.

Upon the recommendation of the Executive Committee and upon ratification by a two-thirds vote of the Administrative Staff Council, a maximum of three additional non-voting ex officio seats may be established.

## SECTION IV — Officers and Committees

Officers. Officers of Administrative Staff Council shall be a Chair, a Chair-Elect, and a Secretary. Officers shall be elected each year by all members of the administrative staff. Initial nominations for officers shall be made by the Executive Committee and additional nominations may be made by the full membership. The Chair and Secretary shall serve one-year terms; the Chair-Elect shall serve one year as Chair-Elect and the next year as Chair. The term of office on the administrative staff council shall be extended appropriately for any member elected Chair Elect. Officers may be removed from office by a two-thirds vote of the full membership.



Duties of the Officers:

The Chair shall preside at all meetings, and the Chair (or designate) shall represent the administrative staff to all appropriate bodies and individuals.

The Chair-Elect shall assume all responsibilities of the Chair in case of the Chair's absence or resignation, shall assume the role of Chair at the end of the Chair's term of office, and shall maintain the budget of the Administrative Staff Council.

The Secretary shall maintain a record of all meetings, assist with correspondence, record attendance, and maintain election eligibility and voting records. The secretary shall assure that the administrative staff is informed of all proceedings of the Administrative Staff Council and of the Executive Committee.

The officers of the Administrative Staff Council shall summarize the activities of the Council in an annual report to all members of the administrative staff at the conclusion of each fiscal year.

Committees:

1. Executive Committee. The Executive Committee shall be composed of the Chair, the Chair-Elect, the Secretary and one representative from each designated area, elected from the Administrative Staff Council by the full administrative staff membership.
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SECTION VI — Authorities and Amendments

The Council shall be governed by this Charter, the Bylaws, and other policies and procedures as subsequently approved or amended.

This Charter may be amended by a majority of those voting from the full administrative staff provided that a copy of the amendment has been distributed to the full membership at least 30 days prior to the vote.

# INSTRUCTIONS FOR ELECTION BALLOT ADMINISTRATIVE STAFF COUNCIL

The election ballot for administrative staff council is enclosed. For this election you are asked to vote within your own area only. The ballot includes the names of all people who were nominated and who agreed to have their names listed.

According to the Charter approved by the administrative staff membership, each area will be represented on the Council by ten percent of the total staff members in that area. The Charter states that members will serve three year terms with one-third being elected each year. For this initial election it was necessary, therefore, to establish a procedure to accommodate terms of three years, two years, and one year. The Steering Committee has devised the following plan to assure equal distribution of terms of office.

<u>Terms</u>	<u>Academic Affairs</u>	<u>Operations</u>	<u>Student Affairs</u>	<u>President*</u>	<u>University Relations</u>	<u>Total</u>
3 years	4	2	3	1*	1	10
2 years	4	1	3	1*	2	11
1 year	4	2	3	1*	1	10
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	12	5	9	1	4	31

\* By agreement of the Administrative Staff in the President's Office, terms will rotate on a yearly basis.

Candidates receiving the highest number of votes in the area will be elected for three years, those receiving the next highest number of votes for two years, etc. In case of a tie, the term of office will be decided by drawing lots.

PLEASE RETURN THE BALLOT TO JOE MARTINI, OFFICE OF THE BURSAR, BY MONDAY, DECEMBER 6.

If you have questions, please call any member of the Steering Committee:

Cary Brewer	20441	Tom Glick	22086
Zola Buford	20441	Jim Litwin	22681
Jill Carr	22011	Joe Martini	22815
Sue Crawford	20495	Norma Stickler	22915