



## Article 3. Membership

### Section 1. Employee Membership

Membership consists of system office active exempt and non-exempt regular employees as defined in university regulation 04.05.020 hereafter called members. Employees in the executive and student classifications are not eligible. Only members are eligible to vote for SOSC representatives.

### Section 2. SOSC Representatives

SOSC representatives are elected by the members and shall consist of eleven representatives hereafter called representatives.

Only representatives shall be voting members of the SOSC. Alternates may vote in a representative's absence. The SOSC year runs from June 1 to May 31. Representatives shall be elected to terms lasting two years.

### Section 3. Alternates

Alternates shall consist of the two non-elected candidates with the most votes in the most recent election. Alternates shall be held to the same attendance requirements as representatives and may contribute to debate at meetings but may only make motions and vote when filling in for an absent representative.

In the event a representative seat is vacated, the alternate from the campus with the most votes in the most recent election shall fill the seat. If an alternate fills a representative seat, the nominee with the next highest number of votes in the most recent election will fill the alternate seat. If no alternate is available, the SOSC president shall decide to hold a special election, or to appoint a member to complete the current year.

If a vacancy occurs in the first year of the U H S U H V term, the position will be added to the number of vacancies at the next election, and filled for only one SOSC year.

### Section 4. Elections

Representatives shall be elected from the geographic campus where system office employees are located.

The number of representatives shall be apportioned based on the number of members contained within each geographic campus. Any geographic campus with at least five percent of all members shall be eligible for at least one representative.

The two-year terms shall be staggered so that full representation is maintained. Elections shall be concluded at least one month prior to the annual on-site meeting in June to allow for attendance and orientation of newly elected representatives and alternates.

## Section 5. Attendance, Absences and Recall

Roll will be taken at each SOSC meeting. In the event a representative must miss a meeting, the absence will be excused if he/she notifies the SOSC president or the System Governance Office prior to the meeting. If a representative has two unexcused absences within a

The SOSC secretary shall:

- x draft SOSC meeting minutes no less than one week prior to the next SOSC meeting;
- x collaborate with System Governance Office for publication;
- x coordinate SOSC Highlights with System Governance Office;
- x preside at SOSC meetings in the absence of the President and Vice President and
- x represent SOSC on the Staff Alliance in the absence of the president or vice president.

### Section 3. Succession

The order of succession of officers shall be: SOSC president, vice president and secretary. Should either the office of the SOSC president or vice president become vacant, it will be filled by the next successive officer. The office of SOSC secretary

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exempt, or exempt) and return eligible nominations. 7 K H Q R P In Q D W I R E U ¶ V  
redacted from all documents prior to sharing with the committee.

The committee will summarize each Q R P L Application and present to SOSCat the next regularly scheduled meeting during executive session. The SOSCat shall take action (review, and discuss,) the nominations in executive session and the voting shall occur in the open session of the regular meeting.

If there is only one eligible nominee for a given category, the nominee will be subject to a majority vote. All representatives will vote once per category. Based on the voting results, SOSCat through the System Governance Office will make a recommendation to the university president for final approval.

#### Longevity Awards

Longevity awards are presented to current employees reaching milestones in five year intervals. The System Governance Office will request a list of names from Human Resources for employees having reached a milestone within the past calendar year.

#### b) Nominations Committee

The committee will facilitate the effort to solicit members interested in serving on SOSCat. The System Governance Office will forward all nominee names to Human Resources for verification of eligibility prior to committee review. The nominations committee shall be formed no later than the regular meeting in February.

Once a nominee has consented to be nominated, the committee will work with System Governance Office to collect photos and biographies highlighting their individual skills and why the nominee would like to serve on SOSCat. Nominee information will be posted to the SOSCat website and used by the System Governance Office when creating the electronic ballot.

The System Governance Office will share the member voting results with the committee. The committee will announce the results of the election.

## Article 7. Communication



## Article 8. Parliamentary Authority

The parliamentary authority shall be the latest edition of Roberts Rules of Order when not in conflict with any of the