Agenda Items:

1. By Law Proposal Change form: OS EXECUTIVE COUNCIL
   Remove all references of divisions from by-laws.
2. By Law Proposal Change form: OS EXECUTIVE COUNCIL
   Reduce number from 7 to 6 by combining Physical Plant Support and Building Services Support Reps to one called Physical Plant Support.
3. By Law Proposal Change form: OS EXECUTIVE COUNCIL
   Change Student Affairs Support to At-Large Rep.
4. By Law Proposal Change form: CAMPUS TRANSITION LEADERSHIP TEAM
   This team was created by the President with the intent for it to be a three year taskforce. The team will be continuing forward and no language currently exists in by-laws for the composition.
5. By Law Proposal Change form: FACULTY OBSERVER
   This position has been vacant for several years. No longer a need due to the minutes being posted online and the meetings being open to the campus to attend.
6. By Law Proposal Change form: PAT OBSERVER
   This position has been vacant for several years. No longer a need due to the minutes being posted online and the meetings being open to the campus to attend.
7. By Law Proposal Change form: WELFARE
   Combine PAT and OS Welfare committees to increase power/leverage with administration and reduce number of reps needed. With combined benefits, it makes sense to meet as one group versus two separate groups.
8. By Law Proposal Change form: PROFESSIONAL DEVELOPMENT
   Reduce number of reps of both PAT and OS from five to three for each group.
9. By Law Proposal Change form: AWARD SELECTION COMMITTEES
   Combine the two award selection committees into one with a combined group of PAT and OS selecting two OS awards and PAT awards. Ceremonies will be held jointly and budget now lives with Events & Conference Planning office who will plan the event.


June 6, 2019 – Work on OS Nominations will begin with voting to be completed by June 30th.
To: Operating Staff
From: Executive Council
RE: Bylaws Proposal

Presented at the ____________ OS Meeting
Voted and approved at the ____________ OS Meeting

Proposal: Update all language throughout by laws to remove all references to divisions.

Rationale: With the institution's flatter organization and the dissolving of Student Affairs, the separation by divisions is no longer relevant. It is also increasingly difficult to fill seats by divisions that continue to change.

New or Current Wording:

Function:

Composition:

Proposed Change:

Function:

Composition: Example: Instead of: 1 - Member from PRP; 1- PAA; 1-PFA Use: 2 OS members at large

NOTE:
Procedure: Motions to update/change an OS Bylaw are initiated by the standing committee members. This form along with a completed sample can be found on the OS Blog and can be used as guide. They are also on the operating staff reference material webpage. Motions are presented to the OS by the committee putting forth the change. Most motions are presented and voted on at the same meeting. If the motion is complex, it is presented at one OS meeting and then voted on at the following one. This
BYLAW PROPOSAL FORM TO BE USED FOR BYLAW CHANGES OR FOR NEW ADDITIONS TO THE OS CONSTITUTION AND BYLAWS

To: Operating Staff
From: Executive Council
RE: Bylaws Proposal

Presented at the _______________ OS Meeting
Voted and approved at the _______________ OS Meeting

Proposal: Reduce Executive Council from seven members to six.

Rationale: Continual difficulty in filling two Physical Plant council member seats, Update language on Executive Council Representation Titles, combining Building Service and Maintenance to one Physical Plant rep.

New or Current Wording:

Function: See attached.

Composition: See attached.

Proposed Change:

Function: See Attached

Composition: See Attached.

NOTE: Procedure: Motions to update/change an OS Bylaw are initiated by the standing committee members. This form along with a completed sample can be found on the OS Blog and can be used as guide. They are also on the operating staff reference material webpage. Motions are presented to the OS by the committee putting forth the change. Most motions are presented and voted on at the same meeting. If the motion is complex, it is presented at one OS meeting and then voted on at the following one. This allows time for any concerns to be addressed before the change is made to the document. At the September 28, 2011 Special OS Bylaw Meeting it was voted that the bylaws committee does not have to bring editorial changes to grammar, spelling, punctuation, and/or changes to the format/layout of the bylaws up for a vote as long as any of these changes have no effect on the meaning or purpose of the statements involved.

Template OS Bylaws Motions
EXECUTIVE COUNCIL

PROPOSED:
The Operating Staff (OS) Executive Council composed of six (6) elected representatives (Executive Council members) acts as liaison to the Executive Officers in an informational and advisory capacity. Its primary purpose is the continual improvement of working conditions for OS members and working relations between the OS and other employee groups at Plymouth State University. The OS Executive Council recommends personnel policies and concerns itself with matters affecting the welfare of the entire Operating Staff.

Section 1. Elected Executive Council members

Six (6) elected Operating Staff members shall form the Operating Staff Executive Council. OS members shall vote for a representative from each area plus the two positions of Speaker and Speaker-Elect. The four (4) areas are as follows: Administrative Office Support, Academic Office Support, Physical Plant Support, and one at-large member. Additionally, each OS member is eligible and may vote annually for the Speaker-Elect position. The Speaker-Elect will serve for one year before becoming Speaker. The Executive Council members' primary function is to serve as a resource for all Operating Staff members; to answer questions, seek information, provide counseling.

relative to the official Operating Staff Handbook; to serve as a communication link with the staff and university administration and USNH Trustees; and to work closely with the OS Committee members and Representatives so that, as a group, they may exercise the wishes of the majority of OS members.

Executive Council members serve a two-year term and may serve no more than two succeeding terms if re-elected.

Elections of Executive Council members for terms beginning on July 1 for the following two fiscal years shall take place yearly in May.

<table>
<thead>
<tr>
<th>Group 1 - Even Fiscal Year</th>
<th>Group 2 - Odd Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>At-Large (Speaker-Elect)</td>
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The Executive Council shall hold a ½ day retreat prior to September 1 each year. The purpose of the retreat is to discuss goals and ideas for the upcoming year. This may be held off campus.

Section 2. Ex-Officio Executive Council members

Ex-officio Executive Council member may serve a one-year, non-voting term directly following their active term as an Executive Council member. Their main duty will be to work in an advisory capacity to the current Executive Council members providing direct knowledge and assistance with any business conducted by the Executive Council.
CURRENT WORDING

Article IV

Executive Council

The Operating Staff (OS) Executive Council composed of seven (7) elected representatives (Executive Council members) acts as liaison to the Principal Administrators (PA's) in an informational and advisory capacity. Its primary purpose is the continual improvement of working conditions for OS members and working relations between the OS and other employee groups at Plymouth State University. The OS Executive Council recommends personnel policies and concerns itself with matters affecting the welfare of the entire Operating Staff.

Section 1. Elected Executive Council members

Seven (7) elected Operating Staff members shall form the Operating Staff Executive Council. OS members shall vote for a representative from each area plus the two positions of Speaker and Speaker-Elect. The five (5) areas are as follows: Administrative Office Support, Academic Office Support, Building Service Support, Maintenance Support, and Student Affairs Support. Additionally, each OS member is eligible and may vote annually for the Speaker-Elect position. The Speaker-Elect will serve for one year before becoming Speaker. The Executive Council members' primary function is to serve as a resource for all Operating Staff members; to answer questions, seek information, provide counseling relative to the official Operating Staff Handbook; to serve as a communication link with the staff and university administration and USNH Trustees; and to work closely with the OS Committee members and Representatives so that, as a group, they may exercise the wishes of the majority of OS members.

Executive Council members serve a two-year term and may serve no more than two succeeding terms if re-elected.

Elections of Executive Council members for terms beginning on July 1 for the following two fiscal years shall take place yearly in May.

**Group 1 - Even Fiscal Year**
- At-Large (Speaker-Elect)
- Academic Office Support
- Administrative Office Support
- Maintenance Support

**Group 2 - Odd Fiscal Year**
- At-Large (Speaker)
- Building Service Support
- Student Affairs Support
To: Operating Staff
From: Executive Council
RE: Bylaws Proposal

Presented at the __________ OS Meeting
Voted and approved at the __________ OS Meeting

Proposal: Remove reference to Student Affairs representative on OS Executive Council

Rationale: Change Student Affairs to At Large rep due to the dissolving of Student Affairs Division

New or Current Wording:

Function: See attached.

Composition: See attached.

Proposed Change:

Function: See Attached

Composition: See Attached.

NOTE:

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Template OS Bylaws Motions
EXECUTIVE COUNCIL
PROPOSED:
The Operating Staff (OS) Executive Council composed of six (6) elected representatives
(Executive Council members) acts as liaison to the Executive Officers in an informational
and advisory capacity. Its primary purpose is the continual improvement of working
conditions for OS members and working relations between the OS and other employee
groups at Plymouth State University. The OS Executive Council recommends personnel
policies and concerns itself with matters affecting the welfare of the entire Operating Staff.

Section 1. Elected Executive Council members

Six (6) elected Operating Staff members shall form the Operating Staff Executive Council. OS
members shall vote for a representative from each area plus the two positions of Speaker and
Speaker-Elect. The four (4) areas are as follows: Administrative Office Support, Academic
Office Support, Physical Plant Support, and one at-large member. Additionally, each OS
member is eligible and may vote annually for the Speaker-Elect position. The Speaker-Elect
will serve for one year before becoming Speaker. The Executive Council members’ primary
function is to serve as a resource for all Operating Staff members; to answer questions, seek
information, provide counseling.

relative to the official Operating Staff Handbook; to serve as a communication link with the
staff and university administration and USNH Trustees; and to work closely with the OS
Committee members and Representatives so that, as a group, they may exercise the wishes of
the majority of OS members.

Executive Council members serve a two-year term and may serve no more than two
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The Executive Council shall hold a ½ day retreat prior to September 1 each year. The
purpose of the retreat is to discuss goals and ideas for the upcoming year. This may be held
off campus.

Section 2. Ex-Officio Executive Council members
Ex-officio Executive Council member may serve a one-year, non-voting term directly
following their active term as an Executive Council member. Their main duty will be to
work in an advisory capacity to the current Executive Council members providing direct
knowledge and assistance with any business conducted by the Executive Council.
CURRENT WORDING
Article IV
Executive Council

The Operating Staff (OS) Executive Council composed of seven (7) elected representatives (Executive Council members) acts as liaison to the Principal Administrators (PA's) in an informational and advisory capacity. Its primary purpose is the continual improvement of working conditions for OS members and working relations between the OS and other employee groups at Plymouth State University. The OS Executive Council recommends personnel policies and concerns itself with matters affecting the welfare of the entire Operating Staff.

Section 1. Elected Executive Council members

Seven (7) elected Operating Staff members shall form the Operating Staff Executive Council. OS members shall vote for a representative from each area plus the two positions of Speaker and Speaker- Elect. The five (5) areas are as follows: Administrative Office Support, Academic Office Support, Building Service Support, Maintenance Support, and Student Affairs Support. Additionally, each OS member is eligible and may vote annually for the Speaker-Elect position. The Speaker-Elect will serve for one year before becoming Speaker. The Executive Council members' primary function is to serve as a resource for all Operating Staff members; to answer questions, seek information, provide counseling relative to the official Operating Staff Handbook; to serve as a communication link with the staff and university administration and USNH Trustees; and to work closely with the OS Committee members and Representatives so that, as a group, they may exercise the wishes of the majority of OS members.

Executive Council members serve a two-year term and may serve no more than two succeeding terms if re-elected.

Elections of Executive Council members for terms beginning on July 1 for the following two fiscal years shall take place yearly in May.

**Group 1 - Even Fiscal Year**
- At-Large (Speaker-Elect)
  - Academic Office Support
  - Administrative Office Support
  - Maintenance Support

**Group 2 - Odd Fiscal Year**
- At-Large (Speaker)
  - Building Service Support
  - Student Affairs Support
Operating Staff

Campus TLT

Bylaws Proposal

Presented at the ____________ OS Meeting
Voted and approved at the ____________ OS Meeting

Proposal: No language exists in the by-laws for the Campus Transition Leadership Team OS Representative

Rationale:
This team originally planned to only be in existence for 3 years, there is a need to continue with the group and formal language for voting for the representatives and the composition should be in place.

New or Current Wording:

Function: The Campus Transition Leadership Team (CTLT) represents the shared vision of all corners of campus working together to facilitate Plymouth State’s future coming to fruition. The Faculty, OS, and PAT speakers responded to a request in 2017 from the president for such a campus-wide body. This group meets on a weekly or bi-weekly basis throughout the academic year.

Composition: Elect 2 OS members at large with each serving a two-year term with terms expiring on alternate years. In addition, the Speaker and Speaker Elect from each constituency will also serve on the committee.

Proposed Change:

Function:

Composition:

NOTE: Procedure: Motions to update/change an OS Bylaw are initiated by the standing committee members. This form along with a completed sample can be found on the OS Blog and can be used as guide. They are also on the operating staff reference material webpage. Motions are presented to the OS by the committee putting forth the change. Most motions are presented and voted on at the same meeting. If the motion is complex, it is presented at one OS meeting and then voted on at the following one. This allows time for any concerns to be addressed before the change is made to the document. At the September 28, 2011 Special OS Bylaw Meeting it was voted that the bylaws committee does not have to bring editorial changes to grammar, spelling, punctuation, and/or changes to the format/layout of the bylaws up for a vote as long as any of these changes have no effect on the meaning or purpose of the statements involved.
To: Operating Staff
From: OS EXECUTIVE COUNCIL
RE: Bylaws Proposal

Presented at the _______________ OS Meeting
Voted and approved at the _______________ OS Meeting

Proposal: Remove OS representative to serve as Observer to Faculty. OS Exec Council encourages members to attend the open meetings or review the minutes online.

Rationale: Minutes are available for all Faculty meetings online. A link to the minutes can be found on the OS Blog. This is a more efficient use of OS members time. OS Executive Council will periodically review the minutes for any reference that changes or impacts the OS Group

New or Current Wording:

Function: Function:
As elected OS representative, the OS Observer to the Faculty shall be responsible for attending all Faculty meetings, as appropriate, and reporting back to the Operating Staff general body.

Composition: Composition:
One (1) OS member serving a two (2) year term.

Proposed Change:

Function: REMOVE

Composition:

NOTE:
Procedure: Motions to update/change an OS Bylaw are initiated by the standing committee members. This form along with a completed sample can be found on the OS Blog and can be used as guide. They are also on the operating staff reference material webpage. Motions are presented to the OS by the committee putting forth the change. Most motions are presented and voted on at the same meeting. If the motion is complex, it is presented at one OS meeting and then voted on at the following one. This allows time for any concerns to be addressed before the change is made to the document. At the September 28, 2011 Special OS Bylaw Meeting it was voted that the bylaws committee does not have to bring editorial changes to grammar, spelling, punctuation, and/or changes to the format/layout of the bylaws up for a vote as long as any of these changes have no effect on the meaning or purpose of the statements involved.

Template OS Bylaws Motions
BYLAW PROPOSAL FORM TO BE USED FOR BYLAW CHANGES OR FOR NEW ADDITIONS TO THE OS CONSTITUTION AND BYLAWS

To: Operating Staff
From: OS EXECUTIVE COUNCIL
RE: Bylaws Proposal

Presented at the ___________ OS Meeting
Voted and approved at the ___________ OS Meeting

Proposal: Remove OS representative to serve as Observer to PAT. OS Executive Council encourages OS members to either attend or review the minutes that are posted.

Rationale: Minutes are available for all PAT meetings online. A link to the minutes can be found on the OS Blog. This is a more efficient use of OS members time. OS Executive Council will periodically review the minutes for any reference that changes or impacts the OS Group

New or Current Wording:

Function:

As elected OS representative, the OS Observer to the PAT shall be responsible for attending all PAT meetings, as appropriate and reporting back to the Operating Staff general body.

Composition:

One (1) OS member serving a two (2) year term.

Proposed Change:

Function: REMOVED

Composition:

NOTE:
Procedure: Motions to update/change an OS Bylaw are initiated by the standing committee members. This form along with a completed sample can be found on the OS Blog and can be used as guide. They are also on the operating staff reference material webpage. Motions are presented to the OS by the committee putting forth the change. Most motions are presented and voted on at the same meeting. If the motion is complex, it is presented at one OS meeting and then voted on at the following one. This allows time for any concerns to be addressed before the change is made to the document. At the September 28, 2011 Special OS Bylaw Meeting it was voted that the bylaws committee does not have to bring editorial changes to grammar, spelling, punctuation, and/or changes to the format/layout of the bylaws up for a vote as long as any of these changes have no effect on the meaning or purpose of the statements involved.

Template OS Bylaws Motions
To: Operating Staff  
From: Welfare Committee  
RE: Bylaws Proposal  

Presented at the _______________ OS Meeting  
Voted and approved at the _______________ OS Meeting  

Proposal: Change committee composition. Reduce the number serving on the Welfare Committee and remove division representation. Make this a joint committee with PAT similar to the organization of the Prof Dev. Committee.

Rationale: The committee currently asks for 4 reps from what was the 4 divisions and the two SHRC reps. The divisions have been reduced and we no longer have a Student Affairs division. In addition, the OS & PAT will have the same benefit package as of 7/1/19. Further there is a need to reduce the amount of time spent on committees, and the difficulty to find OS representation. It makes sense to make this change.

New or Current Wording:

Function:

Composition: Two (2) SPPC representatives and one (1) OS member from each of these groups:  
a. PRP - President's Division & University Advancement  
b. PAA - Academic Affairs  
c. PFA - Finance Administration  
d. PSA - Student Affairs  
The OS member shall be elected by the OS constituency for a two year term. A chairperson shall be elected from and by the committee members.

Proposed Change:

Function: ADD to title of Welfare Committee: (Joint OS/PAT).

Composition: Two (2) SHRC representatives and two (2) OS members.  
Two OS members - At Large, shall be elected by the OS constituency for a two year term with alternating term dates. The committee will have equal representation from each of the two groups. A chairperson shall be elected from and by the committee members.

NOTE:
Procedure: Motions to update/change an OS Bylaw are initiated by the standing committee members. This form along with a completed sample can be found on the OS Blog and can be used as guide. They are also on the operating staff reference material webpage. Motions are presented to the OS by the committee putting forth the change. Most motions are presented and voted on at the same meeting. If the motion is complex, it is presented at one OS meeting and then voted on at the following one. This allows time for any concerns to be addressed before the change is made to the document. At the September 28, 2011 Special OS Bylaw Meeting it was voted that the bylaws committee does not have to bring editorial changes to grammar, spelling, punctuation, and/or changes to the format/layout of the bylaws up for a vote as long as any of these changes have no effect on the meaning or purpose of the statements involved.

Template OS Bylaws Motions
To: Operating Staff  
From: Professional  
RE: Development  
Bylaws Proposal  

Presented at the ___________ OS Meeting  
Voted and approved at the ___________ OS Meeting  

Proposal: Reduce number of OS representatives for Professional Development Committee from 5 to 3.  
Rationale: Both OS & PAT representatives agree that the need for five reps from each group is no longer necessary. Remove need for division reps as they are no longer relevant.  

New or Current Wording:  

Function: NA  
Composition:  
Five (5) PAT including one at-large and five (5) OS. One (1) OS member will be from each of these groups:  
a. PRP - President's Division & University Advancement  
b. PAA - Academic Affairs  
c. PFA - Finance Administration  
d. PSA - Student Affairs one (1) OS at-large member.  
Each OS member serving a two (2) year term.  

Proposed Change:  

Function: NA  
Composition:  
Three (3) PAT and Three (3) OS members at large.  
Each member serving a two (2) year term alternating.  
A chair will be selected with an OS or a PAT serving on alternate years.  

NOTE: Motions to update/change an OS Bylaw are initiated by the standing committee members. This form along with a completed sample can be found on the OS Blog and can be used as guide. They are also on the operating staff reference material webpage. Motions are presented to the OS by the committee putting forth the change. Most motions are presented and voted on at the same meeting. If the motion is complex, it is presented at one OS meeting and then voted on at the following one. This allows time for any concerns to be addressed before the change is made to the document. At the September 28, 2011 Special OS Bylaw Meeting it was voted that the bylaws committee does not have to bring editorial changes to grammar, spelling, punctuation, and/or changes to the format/layout of the bylaws up for a vote as long as any of these changes have no effect on the meaning or purpose of the statements involved.
To: Operating Staff
From: Bylaws Proposal

Presented at the __________ OS Meeting
Voted and approved at the __________ OS Meeting

Proposal: To Combine the two awards committees into one with a combined group of PAT and OS selecting two OS awards and PAT awards.

Rationale: Become more efficient and reduce the number of meetings required for staff members to serve on committees. Much of the prior composition was redundant.

New or Current Wording:

Function: See attached

Composition: See attached

Proposed Change:

Function: See attached

Composition: See attached

NOTE:

Procedure: Motions to update/change an OS Bylaw are initiated by the standing committee members. This form along with a completed sample can be found on the OS Blog and can be used as guide. They are also on the operating staff reference material webpage. Motions are presented to the OS by the committee putting forth the change. Most motions are presented and voted on at the same meeting. If the motion is complex, it is presented at one OS meeting and then voted on at the following one. This allows time for any concerns to be addressed before the change is made to the document. At the September 28, 2011 Special OS Bylaw Meeting it was voted that the bylaws committee does not have to bring editorial changes to grammar, spelling, punctuation, and/or changes to the format/layout of the bylaws up for a vote as long as any of these changes have no effect on the meaning or purpose of the statements involved.

Template OS Bylaws Motions
Current Wording:

1. The Distinguished Operating Staff Award (DOSA) Selection Committee

Function:

This committee will meet annually to review nominations and materials submitted by the nominees. The committee will select a recipient for the Distinguished Operating Staff Award. The committee members will assist the Chair, as needed.

An Operating Staff member is eligible to be selected for the Distinguished Operating Staff Award again after a period of ten (10) years.

Composition:

This committee shall be composed of seven (7) members: The OS Speaker-elect, the Faculty Speaker, the PAT Speaker, two (2) OS members, a past Distinguished PAT Award recipient and a past Distinguished OS Award recipient. The two OS members and the past award recipients will be chosen by the Chair. The OS Speaker-elect will chair this committee. The replacement of members on this committee is at the discretion of the Chair.

[Revised and adopted 09/28/11]

2. The Sara Jayne Steen Operating Staff Service Award (SJSOSSA) Selection Committee

Function:

This committee will meet annually to review nominations and select a recipient for the Sara Jayne Steen Operating Staff Service Award. The committee members will assist the Chair, as needed.

An Operating Staff member is eligible to be selected for the Sara Jayne Steen Operating Staff Service Award again after a period of (10) years.

Composition:

This committee shall be composed of seven (7) members: The OS Speaker, one (1) member from Dining Services or the Bookstore (alternate years), one (1) member from the community at large, one (1) faculty member, one (1) member of the student body as appointed by the Student Senate, the current Distinguished OS Award recipient and the current Distinguished PAT Award recipient. The Dining Services/Bookstore member, the community member and the faculty member will be chosen by the Chair. The OS Speaker will chair this committee. The replacement of members on this committee is at the discretion of the Chair.

(New Committee: Adopted 09/09/09)
[Revised and adopted 09/28/11]
Proposed Change

1. Award Selection Committee: (Joint OS/PAT)

Function:

This committee will meet annually to review nominations and select recipients for the following awards.

   a. The Distinguished Operating Staff Award (DOSA)
   b. The Sara Jayne Steen Operating Staff Service Award (SJSOSSA)
   c. The Distinguished PAT Award
   d. Patricia Storer PAT Award

Composition:

This committee shall be composed of ten (10) members: The OS Speaker, the OS Speaker-elect, the previous PAT Speaker, the PAT Speaker-elect, the Faculty Speaker (or designee), the President of the Student Body (or designee), a past Distinguished PAT Award recipient, a past Distinguished OS Award recipient, a past Patricia Storer PAT Award recipient, and a past Sara Jayne Steen Operating Staff Service Award Recipient.