

**POLICIES AND
PROCEDURES MANUAL**

**For
CAL POLY POMONA STAFF COUNCIL**

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Staff Council

Policies and Procedures Manual

Revised January 2012

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Mission Statement

Staff Council empowers the staff of Cal Poly Pomona by fostering communication and creating resources for involvement, development, and recognition.

History

The Cal Poly Pomona Staff Council has the unique distinction of being one of the first organizations of its kind in the California State University system. It was formed during the 1962-1963 year as the *Kellogg Staff Council* to officially recognize nonacademic employees. Today the CPP Staff Council continues as a vital campus organization comprising 30 staff members from all divisions of Cal Poly Pomona.

Since its formation, the fundamental purpose of Staff Council has been to engage in service to the campus community. Staff Council endeavors to enhance the recognition and worth of each staff member through its community service efforts.

Past and Present Staff Presidents

1962-63	Robert Winterbourne
1963-64	Henry House/Milton R. White
1964-65	Seldon Kempton
1965-66	Seldon Kempton
1966-67	Dick York
1967-68	Ron Evans
1968-69	Ron Evans
1969-70	Jean Thomasseau
1970-71	Jean Thomasseau
1971-72	Murray Abramovitz
1972-73	Ron Simons
1973-74	Irene Lovewell
1974-75	Irene Lovewell
1975-76	Judy Gamble
1976-77	Judy Gamble
1977-78	Ina Abelar
1978-79	Carol Huckaby
1979-80	Ann Decker
1980-81	Nanci Howe
1981-82	Debbie O'Donnell
1982-83	Sara Weber
1983-84	Sara Weber
1984-85	Evelyn Lawrence
1985-86	Bobbie Piccola
1986-87	Joe Fotheringham
1987-88	Joe Fotheringham
1988-89	Evelyn Lawrence
1989-90	Mary Martinez
1990-91	Mary Martinez
1991-92	Vickie Geary
1992-93	Pat Smith
1993-94	Pat Smith
1994-95	Dee DeRaleigh
1995-96	Dee DeRaleigh
1996-97	Dee DeRaleigh
1997-98	Kathy Martins-Zell
1998-99	Kathy Martins-Zell
1999-2000	Karen Martin
2000-2001	Karen Martin
2001-2002	Karen Martin
2002-2003	Barbara Argo
2003-2004	Barbara Argo
2004-2005	Barbara Argo
2005-2006	Becky Pepping
2006-2007	Becky Pepping
2007-2008	Becky Pepping
2008 – 2009	Sharon Roth
2009 – 2010	Sharon Roth
2010 – 2011	Susie Diaz
2011 – 2012	Susie Diaz

I. Officers

A. President

1. See duties as outlined under Article III, Section 1 of the Staff Council Bylaws.
2. Voting – Quorum
The President shall vote only when needed to constitute a quorum or to break a tie vote.
3. Filling Vacancies
The President shall consult the records of the last election and shall recommend for the Executive Board's approval names of persons to fill empty seats on both Executive Board and Staff Council in order of votes received.

When names are exhausted from election records, the President shall fill vacancies by appointments of staff persons, with the approval of the Executive Board.

4. Membership of Standing Committees
Standing committees are on a yearly appointment basis. At the beginning of each fiscal year, the President shall appoint members of standing committees with the approval of the Executive Board.
5. Duration of President's Term of Office
The President's term of office shall be one year. If a President wishes to run for a second (or subsequent) term, that decision can be made by the individual.
6. Budget
The incoming President and Vice President shall sign signature authorization forms for accounts with Cal Poly Pomona Foundation. The incoming President and Treasurer shall be responsible for making sure proper procedures are followed relative to submitting reimbursement forms, signatures which are required, etc.
7. Reservation of Meeting Rooms
In May, the President should reserve the meeting rooms for Staff Council general and executive board meetings for the following year.

B. Vice President

1. See duties as outlined under Article III, Section 2 of the Staff Council Bylaws.
2. Budget
The incoming Vice President and President shall sign signature authorization forms for accounts with Cal Poly Pomona Foundation.
3. Committee Coordinator
The Vice President shall coordinate all committee timelines and ensure committee activities are progressing as scheduled.

C. Recording Secretary

1. See duties as outlined under Article III, Section 3 of the Staff Council Bylaws.

D. Membership Secretary

1. See duties as outlined under Article III, Section 4 of the Staff Council Bylaws.
2. The Membership Secretary shall be responsible for the Election Committee and Nominating Committee, and for maintaining the membership roster. (Refer to Section IV, B of this manual.)

E. Treasurer

1. See duties as outlined under Article III, Section 5 of the Staff Council Bylaws.
2. The incoming Treasurer and President shall be responsible for making sure proper procedures are followed relative to submitting reimbursement forms, signatures which are required, etc.
3. Monthly Treasurer's Report
There shall be a formalized procedure for keeping the books (refer to Section IV, A of this Manual). The monthly Treasurer's report shall be filed for annual audit, along with the Staff Council books and accounts. The annual report shall be presented to the Staff Council following the audit (refer to Section III, A of this Manual).

F. Custodian of Records

1. See duties as outlined under Article III, Section 6 of the Staff Council Bylaws.

G. Past President (Ex-Officio)

1. See duties as outlined under Article III, Section 8 of the Staff Council Bylaws.

II. Campus Committees

Most committee representatives volunteer or are appointed by the Staff Council President at the beginning of the fiscal year, and must be approved by the Executive Board.

All committee representatives will be responsible for making periodic reports to Staff Council when requested by the Staff Council President.

All committee representatives will be responsible for maintaining pertinent records in binder established format to include timelines and to do lists with a cd of all forms of the committee's work and providing a written report to the Staff Council President at the conclusion of the committee's assignment.

A. ASI Senate

Each year the Associated Students, Inc. (ASI) requests the Staff Council President to try to recruit a staff representative to attend ASI Senate meetings and to serve in an ex-officio capacity. In the past, when this has been possible, the liaison between students and staff has reinforced the position of both organizations by providing each an opportunity to participate in discussion and formulation of decisions. The ASI meetings are usually held in the Bronco Student Center two evenings a month. The dates and location of ASI Senate meetings for the current year may be obtained from the ASI secretary.

B. Foundation Board of Directors

The Cal Poly Pomona Foundation, Inc. was established to provide essential services and facilities which are an integral part of the educational programs of the University, but which would be difficult to support directly through state operation. The Foundation is a totally self-supporting auxiliary organization that is required by law to provide for all of its own expenses. It is not supported by state funds and all of its activities are conducted in accord with formal agreements with the State Department of Finance.

The activities and programs of the Foundation are administered by the Board of Directors (Foundation Board). This Board generally meets on a quarterly basis and tends to the business matters related to Foundation activities. A major charge to the members of the Board is to review and advise on all budget activities of the Foundation.

The Foundation Board is composed of ten voting directors.

1. Four directors are permanent directors: University President, Vice President of Academic Affairs, Vice President of Student Affairs, and Vice President of Administrative Affairs.
2. Three directors are automatic members of the Board by virtue of their positions: Academic Senate Chair, ASI President, and Foundation Executive Director.
3. The other three directors are representatives from campus staff, nominated by the President of the Foundation Board and elected with a majority vote of the existing Board members. The President of Staff Council serves a one-year term. The other two are staff members serving three-year terms. As full voting members of the Foundation Board, these staff representatives are asked to participate in all activities and are placed on two to four existing standing committees.

III. Staff Council Committees

A. Audit

The Audit Committee is appointed by the Staff Council President with the approval of the Executive Board. It is this committee's responsibility to audit the Staff Council Treasury books after the close of the fiscal year (June 30th) before the books are turned over to the new Treasurer. This report is to be presented to the full Staff Council at its August meeting, or as soon thereafter when completed.

B. Amelia Hammond Staff Scholarships

The Amelia Hammond Staff Scholarship program was established in 1978 to assist staff members in career development or personal job improvement education. Staff Council currently awards a minimum of three \$300 scholarships each year, or as the budget allows.

To be eligible for the scholarships, staff members must be employed for at least two years of full-time or permanent half-time service with the University, Cal Poly Pomona Foundation, Inc., Associated Students Inc., or Cal Poly Federal Credit Union. Credit or non-credit courses may be taken in community colleges, four-year colleges, universities, or technical schools. The scholarships are not available to applicants pursuing post-graduate degrees.

Each year the Staff Council President selects, with the approval of the Executive Board, a chair for the Scholarships Committee. The committee sets up a timeline for publicity, application deadlines, interviews, etc., which will facilitate the presentation of the scholarships. All applicants with the above criteria will be interviewed.

The committee makes its choices based on a ratings system after a "blind review" process (the names of the applicants are not known, thereby allowing an objective rating of the material submitted). At the end of the application process, the names of the award recipients are announced to the Executive Board. The committee chair then prepares a requisition for checks, signs it, and requests the Staff Council President to co-sign the requisition. The scholarship recipients are honored at a formal reception with the University President, the campus community, and invited guests. The Scholarships Committee chair is responsible for keeping a detailed notebook to assist future committees in the organization of the Amelia Hammond Staff Scholarship awards.

C. Bylaws

The Bylaws Committee shall review and recommend changes, updates, and revisions to the Staff Council Constitution and Bylaws, as well as the Policies and Procedures manual, as needed. Changes shall be presented to the Executive Board for its approval, then the new documents are distributed to all members of the Staff Council

D. Community Outreach

This committee shall work with the campus community in collecting and donating needed items to local schools, citizens, etc. Events may include: Back-to-

School Supplies donation drive, Holiday meals to local families, Tupperware sales, etc.

E. Elections/Nominating Committee

This committee shall be chaired by the Membership Secretary and shall be responsible for nominations for election to general membership in Staff Council. Election process begins in the spring when the committee distributes information campus-wide to all staff members explaining the purpose of Staff Council and inviting nominations for membership. Positions for up to 30 members will be filled each fiscal year. Staff Council members shall serve one term of two years. New term members will begin their 2-year service term at the July general meeting. Exception to this is a provisional membership for volunteers that sign up in January for a 6 month trial period while they help with the planning and execution of our biggest event: Staff Appreciation Day. By June 1 these member can apply for a full membership to the election committee and if elected will be invited to the Annual Installation Luncheon held the 3rd week in June.

The Election/Nominating committee shall also be responsible for compiling a slate of candidates for officers as detailed in Article II of the Bylaws. The committee shall present a slate for the Executive Board positions prior to the May General Meeting. Election shall be held by secret ballot at the May meeting with the Executive Board installed at the June Installation Luncheon. Our Advisor will be invited to help Install all the officers. The Staff Council President will install all regular members.

F. Fundraising

This committee shall be responsible for various fundraising efforts as needed throughout the year. Monies raised at these events shall be used to augment funds raised by individual committees, as needed.

G. Holiday Gathering

This committee shall be responsible for the annual campus-wide Holiday Gathering, generally held in December. Arrangements will be made for reserving the location, notifying campus community, soliciting contributions for local organizations, coordinating refreshments, etc.

H. New Staff Welcome Reception

This committee will be responsible for the annual New Staff Welcome Packet. The purpose of this Packet will be to introduce new Cal Poly staff members to Staff Council and inform them of our purpose, events, and meetings. Committee Chair will be responsible for working with the office of Organizational Development and Training to attend the meeting and handout an orientation package that will be given to each attending new staff member at this orientation meeting.

I. Newsletter/ Publicity

This committee will be responsible for producing and distributing the periodic staff newsletter, entitled "Staff Connections", on an ongoing basis. The newsletter may include: staff employee highlights, campus department highlights, campus community events and volunteer opportunities, tips and tricks, training opportunities, messages from the Staff Council President and University President. All Staff Council members will be encouraged to contribute to the newsletter; however, the ultimate content will be the responsibility of the Newsletter Committee. This committee will also open and maintain a Facebook

page for CPP Staff Council, ensuring to post current updates on events and to promote Staff Council in order to assure transparency to all staff.

J. Service Awards

The Service Awards program at Cal Poly Pomona began in 1975, although the idea was formed by staff members as early as 1967. After many disappointments in the development of a program to honor staff employees, the Cal Poly Pomona Foundation, Inc. agreed to fund a program for both faculty and staff, and the first Service Award pins were presented at Fall Conference in 1975. Service Award pins have been awarded at each succeeding Fall Conference and it has now become traditional to present the Service Award program as a part of the Fall Conference.

Each year in March the Service Awards Committee shall request a listing from Payroll, Cal Poly Pomona Foundation, Associated Students Inc., and Cal Poly Federal Credit Union to determine service award eligibility as of August 30th of that year. This listing reflects official service credit and must be followed.

Gold pins in the design of the Cal Poly Pomona seal are awarded for 10, 15, 20, 25, 30, 35, and 40 years of service. Top administrators and the Presidents of both Staff Council and the University participate in the awarding of the pins. Biographies of 30+ year recipients are requested and read at the ceremony.

By January or February of each year, the Staff Council President, with the approval of the Executive Board, appoints a chair of the Service Awards Committee. This chair is responsible for ordering the pins, selecting a committee to plan the ceremony, and keeping a detailed notebook to assist future committees in the organization of the Service Awards program.

M. Staff Appreciation Day

Initiated in 1979, this day-long program of staff appreciation workshops for staff members is scheduled during the summer quarter break. The procedure for Staff Appreciation Day begins with the Staff Council President requesting approval from the University President to schedule Staff Appreciation Day. By the beginning of each calendar year, Staff Council selects, with approval of the Executive Board a Theme for the Day; Overall co-chairs for Staff Appreciation Day as well as co-chairs for the sub-committees are also selected during this first meeting or shortly thereafter.

The two Overall Co-Chairs are responsible for overseeing the following sub-committees **and for holding regular status meetings with all the co-chairs and reporting to the executive board the progress of each committee.** These chairs will also design the flyer for the overall day and promote all publicity for the day through Poly Updates, the Marquee and Polycentric.

Morning Reception Committee: This committee is responsible for arranging the morning reception, its location, refreshments, guest speaker, any audiovisual equipment, and appreciation gift for guest speaker.

Program Committee: This committee is responsible for arranging morning workshops, locations and presenters, as well as audiovisual equipment, facilitators, and tokens of appreciation for presenters.

Decorations Committee: This committee arranges all decorations at the morning reception and Outstanding Staff Awards luncheon, including site and table decorations.

Luncheon Committee: This committee along with the President, Vice President and Overall Chairs is responsible for arranging location, menu selection, equipment rentals and donations, audiovisual set-up, and luncheon reservations, if applicable. Often times this chair is also chair for the Decorations Committee or they work hand in hand.

Field Activities Committee: This committee is responsible for logistics for all field activities that are theme related including but not limited to; entertainment, rentals, and volunteers from 11am to 2pm.

Showcase of Talent Committee: This committee in coordination with the Field Activities chair is responsible for logistics of this event during the field activities time. This is not necessarily theme driven but is done to help showcase the talent of staff that is not of the stage performance type that the Variety Show highlights.

Outstanding Staff Committee:

The purpose of this award is to recognize a maximum of four outstanding staff of the year from Cal Poly Pomona. An engraved plaque is awarded to each recipient.

A staff nominee should be a dedicated and loyal employee, one exhibiting expertise in job performance and willingness to assist others enthusiastically. He/she should take initiative in trying to make a department more efficient and productive. The candidate's relationship with fellow employees, faculty members, and students should be outstanding. Personal contributions to the University community, including years of service and job performance in work area, should be emphasized. The nominee must have completed a minimum of two years of full-time or permanent half-time service as a non-academic employee of the University, Cal Poly Pomona Foundation, Associated Students Inc., or Cal Poly Federal Credit Union. Former recipients of the award are not eligible.

An outstanding Staff Award (OSA) committee chair is appointed by the Staff Council President, with the approval of the Executive Board.

The OSA committee chair is responsible for setting the appropriate deadlines for the nomination and selection process, distributing the nomination forms campus-wide, collecting in a sealed envelope all the nomination forms, arranging for the necessary publicity, and planning an appropriate announcement to the employee during the spring quarter. Usually the awards ceremony is part of the Staff Appreciation Day luncheon program.

An anonymous selection committee chair is appointed by the OSA committee chair that, in turn, chooses a committee composed of four staff members, two faculty members, and one student. All members of the selection committee shall remain anonymous.

Nominations are accepted from any member of the University. The nomination form should be completed and submitted in a sealed envelope directly to the OSA committee chair by the established deadline, in order for it to be considered by the selection committee. The OSA committee chair gives the sealed information to the selection committee chair. The envelope is opened only by the members of the anonymous committee.

This anonymous committee receives the sealed information and reviews the nominations to make selections of outstanding staff employees according to the following rating procedures: 10% years of service; 40% job performance; 30% relations with people; 20% University-wide performance.

When the final selections have been made, the names are submitted by the anonymous Chair to the Human Resources office(s) for review. Upon approval and return, the names are then submitted to the OSA chair and the Staff Council President. Recipients are contacted in person by the Staff Council President and OSA committee chair. The OSA chair is responsible for keeping a detailed notebook to assist future committees in the organization of the Outstanding Staff Award.

Variety Show: This committee is responsible for arranging for location, soliciting acts via a flyer routed throughout campus, preparing the program, working with technical support at location, soliciting prizes for participants, and arranging for emcee.

Each individual committee shall be responsible for keeping a detailed book to assist future committees in the organization of the Staff Appreciation Day.

N. Staff Emeritus Awards

Established in 1981, the title of Staff Emeritus is awarded to retiring staff employees who meet certain criteria including: a minimum of 10 years of service to the University; outstanding performance in a position; demonstrated support of University programs; beneficial support of University philosophy; exceptional personal contribution to the University; and active participation in University-wide activities.

Each year, the Staff Council President, with approval of the Executive Board, appoints a chair of the Staff Emeritus Award committee. The committee obtains names of staff members with retirement dates effective July 1 through June 30 of the current fiscal year from Human Resources or appropriate auxiliary employment offices. Staff is defined as all non-academic, administrative or auxiliary staff members not enfranchised by the Academic Senate.

The Staff Emeritus committee is responsible for reviewing all eligible candidates, making recommendation to the University President of those meeting established

criteria and, upon approval of the University President, inviting recipients to a special awards ceremony.

The Staff Emeritus chair is responsible for keeping a detailed notebook to assist future committees in the organization of the Staff Emeritus awards.

Staff Emeritus privileges include the following:

Emeritus Photo Identification Card – This special lifetime I.D. card is available to all emeriti and is for personal use only. To obtain the card, a photograph must be taken. For information concerning the current photographing schedule, contact the Admissions and Outreach office.

The privileges of gratis parking, use of the library, admission to campus events, use of facilities, and discount coupons are extended to emeriti upon personal presentation of an Emeritus I.D. card.

Gratis Parking – Daily access to parking facilities may be gained via the Visitor Information Booth. Parking without charge is permitted in the visitor parking area (subject to the availability of space), or in another designated parking lot. Inquiries concerning parking matters may be directed to Parking and Transportation Services at 909-869-3061.

Library Services – All Library facilities and services available to currently employed persons, including the privilege of checking out materials, are available to emeriti.

Admission to Events – Admission for two without charge will be granted (except as noted) to events sponsored by the University, the Cal Poly Pomona Foundation, and the Associated Students Inc., including athletic events, music and drama presentations, and the Arabian Horse Show. (Note: On some occasions there may be events where seating is limited and this privilege may not be available.)

Use of Facilities – Emeriti may use campus recreational, food service, and social facilities, including the gym, swimming pool, and Bronco Student Center, on the same basis as currently employed persons.

Discount Coupons – Coupons for reduced admission to various forms of entertainment may be obtained from the ASI Box Office in the Bronco Student Center. Information concerning those currently available may be obtained by calling 909-869-4467.

University Catalog – Emeriti are duly honored by appropriately listing their respective names in each publication of the online University Catalog.

Emeriti may contact their departments or any of the several offices noted above for additional information.

O. Valentine's Day Fundraiser

In 1983 the Valentine's Day Fundraiser committee was initiated to raise the monies needed to fund the Amelia Hammond Staff Scholarship awards. The Valentine's Day committee is responsible for all arrangements, including promotion, ticket sales, and drawing of the selected Valentine prizes on the working day nearest February 14th. The Valentine's Day Committee chair is

responsible for keeping a detailed notebook to assist future committees in the organization of the Valentine's Day event. The chair is also responsible for submitting a Raffle application to the Foundation by September of each year prior to the raffle. By March of every year a reconciliation report on the funds raised and disposition will be submitted to the President of Staff Council and directly to CPP Foundation.

P. Website

This committee is responsible for maintaining the Staff Council website, and updating it with pertinent information, current events, council rosters, forms, etc. The committee members shall work with personnel from the I&IT division, Web Development office, to develop and maintain the site and to ensure that Staff Council adheres to the campus web standards.

IV. Procedures

A. Budget, Trust Account (Non-state Funds)

The trust accounts are composed of non-state funds earned by Staff Council at fundraising events or through donations. The accounts shall be kept in the Foundation.

Unlike state funds, trust accounts are carried over from year to year and there are fewer restrictions involved in the utilization of these funds. For example, trust account funds may be used to purchase refreshments for special events. The exception to this is the Presidential Gift we get at the beginning of each fiscal year. These funds are to be used up by June 30th of each year for they will not roll over to the next fiscal year. We can use these funds for our events throughout the year but mostly for Staff Appreciation Day.

1. Disbursement of Trust Account Funds
 - a. The Treasurer will receive an invoice or receipt:
 - Directly from vendor or
 - From staff member when reimbursement is due him/her
 - b. A requisition form must be completed in order for check to be made payable to vendor or individual, as appropriate.
 - c. The Treasurer shall keep copies of forms with copies of supporting data.
 - d. The Treasurer will enter amount on account sheet for trust account and debit from balance.
 - e. The Treasurer shall keep all data filed sequentially in notebook in the same order as it is recorded on the account sheet for easy access.
 - f. Foundation will send monthly statement. The Treasurer shall reconcile these statements in a timely fashion.
 - g. The Treasurer shall keep all records up-to-date on a monthly basis, so all reports are as accurate as possible.
2. Receipt of Trust Account Funds

The Treasurer shall:

 - a. Receive funds. All receipts should go to the Treasurer for deposit. Funds are transferred or deposited directly to the Staff Council account in the Foundation. The Treasurer should receive a copy of the deposit slip or receipt.
 - b. Record all deposits immediately on account sheet, and bring balance up-to-date. Accounts shall be balanced on a monthly basis.

c. Prepare Treasurer's Reports.

- Monthly reports will be prepared by the Treasurer and presented at the Executive Board meeting and the General Quarterly Meeting. Monthly reports are filed for the annual audit.
- Annual reports shall be presented to Staff Council after the audit. (See "Audit Committee", Section III, A.)

B. Election

The Staff Council Membership Secretary serves as chair of the Election Committee and the Nominating Committee. The committee is selected by the President from committee assignments issued in July. The Secretary should refer to the previous year's election manual which is normally retained in the Staff Council office.

The membership election process begins in the spring with a memo to all staff members explaining the purpose of Staff Council and inviting nominations for membership. After all nominations have been received, a slate of candidates is prepared for the membership election. If there are more nominations than positions available, Staff Council will vote on nominees. Otherwise, nominees are invited to attend the June installation meeting to begin their term of service.

The Membership Secretary selects three members to serve on the Nominating Committee with him/her. It is the responsibility of the Nominating Committee to select a slate of candidates for officers which is approved by the Executive Board at their May meeting. This slate of officers shall be voted on at the May general meeting, for installation at the June general meeting.

C. Office

Staff Council presently maintains an office in Building 1, Room 319C.

D. Proxy

As stated in the Staff Council Bylaws, Article 1, Section 3:

If a voting member is unable to attend regular meetings, the member should be represented by proxy acceptable to the Staff Council President. Written or electronic authorization shall be submitted to the President or Recording Secretary prior to the meeting.

E. Records Maintenance

The Staff Council office will contain records for the current year and four preceding years. At the end of the current year, the Custodian of Records will compile all materials for that fiscal year and prepare them for storage in the Staff Council office.