

Ohio Union Council Operating Procedures
Revisions approved by OUC on February 7, 2013
Revisions approved by OUC on March 10, 2016, approved by CSA April 11, 2016

Article I: Purpose

The purpose of the Ohio Union Council is outlined in Faculty Rule 3335-11-09. As a body created by faculty rule and designated to report to the Council on Student Affairs, the Ohio Union Council serves as a conduit between the Ohio Union, the Council on Student Affairs, and the constituents of the Union including students, faculty, staff, alumni and community members. The Ohio Union Council serves as an advisory body to the Directors of the Ohio Union and Student Activities and provides the vision, voice and direction of the Ohio Union and Student Activities.

Article II: Duties and Responsibilities

- A. Establish general policy on such matters as, but not limited to, financial planning, facility use, student development, public and campus relations. These policies shall guide the administration of the programs of the Union and Student Activities by the directors of the Ohio Union and Student Activities, but the Council shall not serve in an administrative capacity. [Rule 3335-11-09(B.1.)]
- B. Advise the directors of the Ohio Union and Student Activities regarding the programs, services, and activities of the Ohio Union and Student Activities. [Rule 3335-11-09(B.2)]
- C. Establish committees as needed to explore issues affecting the Ohio Union and Student Activities. [Rule 3335-11-09(B.3)]
- D. Perform duties as assigned by the Council on Student Affairs. [Rule 3335-11-09(B.4)]
- E. Report regularly to the Council on Student Affairs. [Rule 3335-11-09(B.5.)]
- F. Review the budget and programming of the Ohio Union Activities Board.
- G. Hear reports from the administrative units of the Ohio Union and Student Activities.
- H. Determine the allocation of student organization office and locker space in the Ohio Union.
- I. Monitor Signature Events funded through the Student Activity Fee via the Council on Student Affairs.

Article III: Membership

- A. The Ohio Union Council shall consist of eighteen voting members, and seven ex-officio non-voting members, for a total of twenty-five members, with service beginning summer term, chosen as follows [Rule 3335-11-09(A)]:
 - a. Ten students
 - i. Two graduate students selected by the Council of Graduate Students. Term of service shall be alternating two year terms.
 - ii. Two professional students selected by the Inter-Professional Council. Term of service shall be two-year alternating terms.
 - iii. Four undergraduate students selected by the Undergraduate Student Government. One student must come from a registered student organization without an office space in the Ohio Union. Term of service shall be alternating two year terms.

- iv. One undergraduate student employee of the Ohio Union or Student Activities appointed by the Office of Student Life in consultation with the Undergraduate Student Government. Term of service shall be one year.
 - v. One graduate assistant from the Ohio Union or Student Activities, appointed by the Office of Student Life in consultation with the Council of Graduate Students. Term of service shall be one year.
 - b. Two regular faculty
 - i. Two regular faculty members, as defined in Faculty Rule 335-5-19, selected by the by the Chair of the Council on Student Affairs. Term of service shall be alternating two year terms.
 - c. One staff member
 - i. One staff member shall be appointed by the University Staff Advisory Committee. Term of service shall be two years.
 - d. One alumni member
 - i. One alumni member shall be appointed by the Ohio State Alumni Association in consultation with the Council. Term of service shall be one year.
 - e. Four at-large
 - i. Four at-large members shall be selected under procedures established and documented by the Council. Term of service shall be one year. At-large membership shall consist of a mixture of organizational representation, all of which shall not be from one organization/group (i.e. at-large members may not be all students, alumni, Student Life staff, faculty, etc.)
 - f. Ex-officio non-voting members
 - i. The president of the Ohio Union Activities Board, or designee.
 - ii. The Chair of the Council on Student Affairs, or designee.
 - iii. The director of the Ohio Union.
 - iv. The director of Student Activities.
 - v. The director of University Catering, or University Dining Services designee.
 - vi. A representative of the Business and Finance Office for the Ohio Union.
 - vii. One non-voting Student Life staff member shall act as the secretary for the council, appointed by the Office of Student Life. Term of service is one year.
- B. Alternates: Members of the Ohio Union Council are responsible for identifying an alternate, in the event they will miss a meeting. The Chair has responsibility for recording correct voting status. The alternate may vote in the event of a member's absence.
- C. Reappointment: All voting members with one year terms are eligible for reappointment three times. All voting members with two year terms are eligible for reappointment once. No individual holding a voting position shall serve for more than four consecutive years.
- D. Attendance: In order to serve on the Ohio Union Council and its subcommittees, all members must plan to attend each Ohio Union Council general body meeting and/or subcommittee meeting. Members who are unable to attend either a general body meeting or a subcommittee meeting, must provide an alternate to attend and the Chair must be notified of this alternate within 24 hours of the meeting, unless in the case of an immediate emergency.

- a. An absentee member must find an alternate that also represents their constituency to attend both general body and/or subcommittee meetings.
 - b. One absence per term is permitted for the general body meetings, as well as the subcommittee meetings.
 - c. More than one absence per term will result in a meeting with the Chair and is grounds for removal from the Ohio Union Council and/or the subcommittee. Extraneous circumstances will be dealt with on a case by case basis.
 - d. If an alternate is not attending, either a subcommittee meeting or a large council meeting, this qualifies as a meeting absence.
- E. Removal of Members: A council member or an alternate will be replaced upon member's or alternate's second absence from regularly scheduled Council meetings. A member will also be replaced upon member's or alternate's second absence from the assigned subcommittee meeting. A member will be replaced upon a member's or alternate's combined absence from three regularly scheduled Council or subcommittee meetings. Replacement for a removed member shall be in accordance with Article III.A.

Article IV: Organization

- A. The Chair shall be elected from student members of the Council during the first regularly scheduled meeting of autumn term. [Rule 3335-11-09(C.1)]
 - a. The Chair shall serve in their role until the election of a new Chair during the first meeting of the following Autumn term.
 - b. Should the Chair graduate at the conclusion of Spring or Summer term, the Vice Chair shall serve as Chair until the election of a new Chair during the first meeting of the Autumn Term
 - c. Should both the Chair and Vice Chair graduate at the conclusion of Spring or Summer term, an interim Chair shall be elected at the conclusion of the Spring term meeting.
- B. The vice Chair shall be elected to serve a one-year term from among the voting student members of the Council during the first regularly scheduled meeting of Autumn term.
- C. The Council shall establish operating procedures to conduct, in an orderly fashion, the functions of the Council.

Article V: Responsibilities of Council Members

- A. Chair
 - a. To preside over the meetings of the Council.
 - b. Communicate actions of the Council to appropriate individuals and/or agencies of the University.
 - c. Regularly attend and report at the Council on Student Affairs meetings.
 - d. Provide an orientation for all members to the Council.
 - e. Establish meeting date and place.
 - f. Determine, in consultation with the Council and the directors of the Ohio Union and Student Activities, the priorities of the Council for the year.

- g. To determine the membership of any subcommittees in accordance with any applicable rule or guideline.
 - h. To create and issue charges to all subcommittees.
 - i. To serve ex-officio, non-voting on all subcommittees of the Council.
 - j. Vote in the cases of a tie.
- B. Vice Chair
- a. To serve as Chair in the absence of the elected Chair.
 - b. To assist and advise the Chair.
- C. Secretary
- a. To assist the Chair in preparing meeting materials.
 - b. To take and distribute Meeting Minutes.
 - c. Other duties as assigned by the Chair.
- D. Council Members
- a. To attend regular and special meetings of the Council and/or the assigned subcommittee upon receipt of proper notice.
 - b. To serve on one subcommittee of the Council.
 - c. To participate fully in the affairs of the Council.

Article VI: Meetings

- A. The Council shall convene at least once monthly during the academic year, with additional meetings as necessary.
- B. Agendas
- a. An item may be placed on the agenda for a Council meeting by any of the following methods:
 - i. At the direction of the Chair.
 - ii. At the request of any member of the Council.
 - iii. At the request of the Chair of a subcommittee or task group which reports to the Council.
 - iv. At the discretion of the Chair, a non-member of the Council may bring an issue before the Council.
- C. Quorum
- a. A simple majority of ten (10) voting members is necessary to decide issues before the Council.
 - b. A member must be in attendance in order to vote.
 - c. The Council may discuss issues for the purpose of advising the directors of the Ohio Union and Student Activities with any number of members present.
- D. Access to Non-Members
- a. Council meetings are open to the public; however, non-member participation shall be at the discretion of the Chair.

Article VII: Subcommittees

A. Events

a. Membership

- i. Director of Student Activities, ex-officio, non-voting
- ii. One faculty
- iii. Three students (at least one from each student government)
- iv. Others as assigned to ensure a minimum voting membership of seven.

b. Duties

- i. To review the budget and operations of Ohio Union Activities Board
- ii. To review Signature Events
- iii. Other duties as assigned

c. The Chair shall be elected by the membership of the subcommittee

B. Policy

a. Membership

- i. Director of the Ohio Union, ex-officio, non-voting
- ii. Three students (at least one from each student government)
- iii. Others as assigned to ensure a minimum voting membership of seven.

b. Duties

- i. To review policy proposals
- ii. To provide input for revision or creation of policy
- iii. Other duties as assigned

c. The Chair shall be elected by the membership of the subcommittee.

Article VIII: Parliamentary Authority

- A. Robert's Rules of Order (Newly Revised Edition) governs the proceedings of the Council and its subcommittees except where conflicting with the Rules of the University Faculty, the Council on Student Affairs, or with these Operating Procedures.

Article IX: Amendments to Operating Procedures

- A. Any change in a relevant Faculty Rule provision shall be incorporated into the Operating Procedures upon enactment by the Board of Trustees. Written notice of such changes shall be provided to members of the Council and to the Chair of the Council on Student Affairs.
- B. Any other amendment to these operating procedures may be introduced in writing at a regular meeting of the Council. It may not be voted on at this meeting. The exact text of the proposed amendment must be included with the agenda of the meeting at which it is to be voted on.