

## **OPERATIONAL GUIDELINES for the MAYS STAFF COUNCIL**

### **Mays Business School Mission Statement:**

At Texas A&M University's Mays Business School, our mission is creating knowledge and developing ethical leaders for a global society.

To fulfill this mission we:

- Provide undergraduate, masters and doctoral students with an environment that focuses on all dimensions of learning – knowledge, understanding, skills, behaviors, values, and attitudes.
- Create and disseminate knowledge on important business issues through published research, innovative learning experiences, and involvement with the constituents we serve.
- Serve society through the exchange of ideas and practices.
- Practice ethical leadership by managing our resources effectively and efficiently.
- Foster a culture of excellence, inclusion, collaboration, and respect for diverse ideas.
- Assess and reflect upon the attainment of our goals, resulting in continuous improvement of our practices.

### **Purpose and Role of the Council**

The Staff Council is a distinct group because of its representative nature, consultative role, and consensus-seeking process. It attempts to be the "eyes and ears" of Mays Business School Staff. It is consultative to the Dean of Mays Business School. It is also a representative body of the Mays Business School staff. The Council provides a means for uniting the Mays staff community in order to express ideas and concerns of Mays staff. All Council recommendations and decisions will be developed by consensus; however, under certain circumstances, the Dean and the Council may choose to attain a majority through voting to decide a course of action.

### **Role of the Dean**

The Dean, as the chief governing person and accountable to the college, will guide the Mays Staff Council, attend meetings and participate in its activities.

### **Membership**

Membership on the Council is open to all Mays staff who are selected based on recommendations from unit heads within Mays Business School. Units shall consist of Accounting, Finance, Information and Operations Management, Management, Marketing, MBA Program Offices, and the Office of the Dean. Three At-Large positions will be considered from the following units: Undergraduate Advising Office, Undergraduate Special Programs, CED, CHRM, CIBS, CMIS, CNVE, CRS, Real Estate Center, and City Center. Nominations for the At-Large positions will be solicited and voted on by the current Council members.

Membership shall consist of the Dean, and a maximum of 10 Mays staff members.

If a vacancy occurs, the replacement will come from the respective department/center of the vacating member or from an unrepresented unit within Mays. Once a person assumes this vacancy, s/he will complete the remaining year. A new three year term begins with the next academic/fiscal year. If the Chairperson becomes vacant, the Vice-Chairperson will full-fill this role until the end of the academic year. S/he then will complete his/her term as Chairperson for one academic year. A new Vice-Chairperson will be elected from the current membership to full-fill this role until the end of the academic year. S/he then will complete his/her term as Vice-Chairperson for one academic year.

**Terms of Office**

Members selected through the recommendation process from unit heads within Mays will serve for a three-year term. The terms will be based on the fiscal year which runs September to August.

Membership to the Council is based on being employed with Mays for two years.

Members may serve for a second term but will not serve for more than two consecutive terms. In order to serve a second term, members must again be selected through the unit head recommendation process.

**Council Leadership**

The Council leadership shall consist of a Chairperson and a Vice-Chairperson chosen by consensus of the Mays Staff Council. This will occur at the first meeting of the new academic school year.

**The duties of the Chairperson are:**

1. Coordinate and facilitate the work of the Council in consultation with the Dean.
2. Prepare and post the agenda and any supporting papers prior to Council meetings.
3. Becomes a member of Mays Executive Committee.
4. Shall serve as Chairperson for one year.
5. Shall serve as Special Adviser to the Chair for one year following his/her term as Chairperson. This is a non-voting member.

**The duties of the Vice-Chairperson:**

1. Lead meeting in absence of Chairperson.
2. Assist Chairperson in their duties.
3. Prepare and distribute the minutes of the Council meetings.
4. Shall serve as Vice-Chairperson for one year.
5. Assumes the role of Chairperson the following year.

**Meeting Schedule and Length**

Meetings will be held once a month as Council member schedules allow. Meetings may be held on other occasions when called by the Dean or Council leadership. Meetings will, if at all possible, be limited to 90 minutes.

**Mays Staff Involvement**

Mays staff are encouraged to express their interest and opinions to any member of the Council. Mays staff may request to make a presentation to the Council to express any interest or opinions, subject to prior approval of the Dean and the Council.

**Council Decision Making**

All deliberations and decision making by the Council will be conducted and attended by the Council and Dean only. All discussion in any meeting of the Council is to be held confidential.

**Amendments to the Staff Council Guidelines**

The Dean, on recommendation of the Mays Staff Council, will approve amendments to the Staff Council guidelines on an as needed basis.