



Staff Advisory Council

Florida Gulf Coast University

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Definition of Terms

- **Divisional Representation**
 - A means used by SAC to ensure proportional and equitable representation of staff across University divisions as defined by the official University organizational chart.
- **Executive Committee**
 - The Executive Committee is composed of the four SAC Officers.
- **General Membership**
 - All Support Personnel (SP) and Administrative and Professional (A&P) staff employed by the University.
- **Liaison**
 - Non-voting ex officio member of SAC representing a separate governance body or entity of the University.
- **Officers**
 - SAC Officers consist of the President, Vice President, Secretary, and Treasurer. Officers are elected by the seated SAC Representatives.
- **Procedure Manual**
 - Provides instructions and directions for the day-to-day operations. Written procedures will ensure consistency and quality services over time as SAC and Committee Membership changes.
- **Quorum**
 - The minimum number of SAC Representatives that must be present to conduct SAC business is one-half plus one of the total SAC Representative positions filled.
- **Representative Classification**
 - Based on official university position classification, either SP or A&P.
- **SAC Representatives**
 - Staff members elected or appointed to serve on SAC.
- **Staff**
 - FGCU employees holding a position classified as Support Personnel (SP) or Administrative and Professional (A&P).
- **Staff Advisory Council (SAC)**
 - The duly elected body that represents staff.
- **Standing Committee**
 - Committees which have a continued existence and are not related to the accomplishment of a specific one-time task.

ARTICLE I - MEMBERSHIP

Section 1. General Membership

The Staff Advisory Council (SAC) is comprised of full-time and part-time Support Personnel (SP) and Administrative & Professional (A&P) employees of Florida Gulf Coast University. All eligible employees are encouraged to participate in SAC activities. SAC Committee Membership is open to all staff.

The General Membership elects SAC Representatives to act as a delegate in shared governance and on matters that impact staff within the University.

Section 2. Eligibility

All Administrative and Professional (A&P) and Support Personnel (SP) who are in good standing and have been employed by the University for a minimum of one (1) continuous year at the beginning of a term are eligible to serve as a SAC Representative.

Section 3. Terms of Office

All term years are effective June 1 through May 30. Terms shall be for two (2) years with half of the elected seats expiring in even years and half expiring in odd years. A SAC Representative shall serve for a maximum of two (2) consecutive terms.

- A. If a SAC Representative fills an unexpired term of one year or less that is vacated by another SAC Representative, the individual fills the balance of that term and is eligible to serve an additional two (2) consecutive terms.
- B. If a SAC Representative fills an unexpired term of greater than one year that is vacated by another SAC Representative, the individual fills the balance of that term and is eligible to serve an additional one (1) consecutive term.

Section 4. Duties

- A. SAC Representatives shall attend all regular meetings as well as special or called meetings.
- B. SAC Representatives shall serve on at least one SAC or University Committee as a SAC appointee.
- C. SAC Representatives shall encourage feedback and suggestions from their constituents concerning staff related matters and share with the full SAC.

Section 5. Attendance

- A. Representatives who are not physically present during four meetings in one year are considered to have resigned. In the event of a leave of absence, such as Family and Medical Leave, representatives are not considered to have resigned.
- B. Representatives who are unable to attend a meeting should designate a proxy to vote on their behalf for any items requiring voting at the meeting they are unable to attend.
- C. All meeting absences should be reported to the officers before close of business the day prior to the meeting.

Section 6. Vacancies

Vacancies may occur as a result of any of the following:

- A. Resignation of a Representative from SAC;
- B. A SAC Representative is no longer employed at FGCU in an eligible SP or A&P position;
- C. Separation of employment from FGCU;
- D. An insufficient number of eligible candidates have accepted nominations; or
- E. Involuntary removal as a SAC Representative.

Section 7. Involuntary Removal from Office

Officers and SAC Representatives can be removed from SAC prior to the expiration of their term, with cause, upon a two-thirds (2/3) vote of the quorum. All motions for removal shall be in accordance with parliamentary authority. Voting will take place by open ballot under the direction of the SAC President, or if not present or the subject of the vote for involuntary removal, another appointed Officer.

Grounds for involuntary removal include, but are not limited to, excessive absences, negligence, or misconduct. The SAC Representative must be notified in writing within one (1) business day of receipt of the proposed removal from office. A vote will be taken at the next monthly SAC meeting. If the vote passes, the individual may submit a written appeal to the SAC Secretary within ten (10) business days of delivery of the written notice of removal. The appeal shall be heard by SAC Representatives at the next regularly scheduled SAC meeting.

Section 8. Vacancies

The Executive Committee will fill vacant SAC Representative positions in the following manner:

- A. From the candidates who were not elected using the most recent election results. Vacant seats shall be filled by the candidate with the next highest number of votes by Divisional Representation and Representative Classification.
- B. If there are no remaining names in the same Representative Classification as the vacant seat, the seat will be filled by the next highest vote tally of at-large candidates.
- C. If vacant seats are not filled by the above, an email will be sent to all eligible general members. The Executive Committee will appoint a Representative from those that express interest who meets divisional and classification needs.
- D. Appointments shall be ratified at the next SAC meeting upon the majority vote of the quorum.
- E. The SAC Representative appointed to a vacant seat will serve the remainder of the vacated term.

ARTICLE II - OFFICERS

Section 1. SAC Officers

The Officers of SAC will be a President, Vice President, Secretary, and Treasurer.

Section 2. Executive Committee

The Officers of SAC shall serve as the Executive Committee.

Section 3. Holding of Position

No Representative shall hold more than one office at a time.

Section 4. Terms of Office

The term of office for Officers shall begin immediately after the meeting in which the Officer is elected and shall be for a one (1) year or until the Officer's successor is elected. Officers may serve no more than two (2) consecutive terms in their respective office.

Section 5. Voting Privileges

As a member of the voting body, Officers have exactly the same rights and privileges as all other SAC Representatives, including the right to make motions, to speak in debate, and to vote on all matters.

Section 6. Duties of Officers

A. Duties of the President

The President shall:

- 1) Represent SAC to the University and to the FGCU Board of Trustees during BOT and other University meetings;
- 2) Chair all SAC meetings;
- 3) Call Executive Committee meetings as necessary;
- 4) Communicate recommendations of SAC to the SAC Liaison, the President or President's designee, for presentation to the President's Cabinet;
- 5) Appoint SAC Representatives to standing and ad-hoc University committees as needed;
- 6) Oversee the development and presentation of an annual report of SAC activities at the Staff Assembly.

B. Duties of the Vice President

The Vice President shall:

- 1) Preside over all meetings of SAC in the absence of the President;
- 2) Serve as Parliamentarian;
- 3) Oversee all SAC communication including maintenance of the SAC web page, social media, comment box, new member correspondence, and communication with the General Membership;
- 4) Provide support and assistance to SAC committee chairs, as well as SAC members appointed to University committees;
- 5) Maintain the SAC procedures manual.

C. Duties of the Secretary

The Secretary shall:

- 1) Gather committee reports monthly to include in the agenda;
- 2) Prepare and post meeting agendas;
- 3) Issue notice of meetings in accordance with Sunshine Law requirements;
- 4) Perform roll call and record minutes at all regular and special meetings of SAC;
- 5) Provide clarification of past meeting business as needed;
- 6) Post minutes, committee reports and other official SAC documents on the SAC web page;
- 7) Secure dates, times, and rooms for all SAC regular and special meetings.

D. Duties of the Treasurer

The Treasurer shall:

- 1) Develop an annual budget to be voted upon by the SAC Representatives;
- 2) Process all budget requests, disbursement of funds, and record keeping of all transactions;
- 3) Prepare and submit a monthly budget report detailing current account balances, income, and expenses during the preceding month.

Section 7. Vacancies of Officers

- A. When a vacancy occurs in the office of President, the Vice President shall assume that office and serve the remainder of the unexpired term. Time served as President by the Vice President shall not be considered toward the maximum terms of office if the Officer is later elected President.
- B. When a vacancy occurs in the office of Vice President, Secretary or Treasurer, an election by majority vote of quorum will be held at the next SAC meeting. The President may appoint an acting Vice President, Secretary, or Treasurer in the interim, and the acting Officer is eligible to become a standing Officer.
- C. If the President resigns, a written resignation is required and shall be submitted to the Executive Committee. If the Vice President, Secretary, or Treasurer resigns, a written resignation is required to be submitted to the President. An announcement of the resignation must be in the next SAC meeting agenda and recorded in the minutes.

Section 8. Officer Stipends

The four officers will each receive a \$500 stipend to be paid at the end of their elected term in the appropriately corresponding pay period.

ARTICLE III - ELECTIONS

Section 1. Annual Representative Elections

The Elections Committee oversees the annual SAC elections each spring semester per Article V, Section 1.

A. Eligibility.

- 1) Staff member eligibility is governed by Article I, Section 2 of the Bylaws.
- 2) All eligible candidates will be introduced at the Annual Staff Assembly.

- 3) SAC Representatives who have a change in Divisional Representation or Representative Classification during their term of office shall retain their seat for the remainder of the term. The Representative may not run for re-election to that same seat due to the change but may run for a seat appropriate to their new division and/or classification.
- B. Nominations.
- 1) Nominations open by written notice from the Elections Committee to the General Membership.
 - 2) Self-nominations are accepted.
 - 3) A nominee becomes an eligible candidate when he/she accepts the nomination and meets eligibility requirements.
 - 4) Representatives whose terms are expiring and are eligible for re-election shall automatically be nominated for their seat unless the Elections Committee Chair is notified that they decline the re-nomination.
- C. Voting Process.
- 1) Elections will be conducted by open ballot in accordance with Florida open meeting requirements.
 - 2) Candidates will appear on the ballot within their Division and Representative Classification.
 - 3) A voting period of ten (10) business days shall begin immediately following the Annual Staff Assembly.
 - 4) The tallying of ballots shall take place on the first business day following the close of the elections.
 - 5) All elections will be affirmed by a simple majority of voting SAC members.
 - 6) The SAC Elections Committee shall certify the election results to the SAC Secretary.
 - 7) Representative seats will be filled by the candidate with the highest vote count within the Division and Representative Classification.
 - a. If there are no candidates on the ballot within that Division and Representative Classification, the position will be filled pursuant to Article 1, Section 7.
 - b. Ties will be decided in favor of the candidate with the earliest FGCU staff hire date.
 - 8) At-large seats will be filled by the candidate with the highest vote count who otherwise cannot fill a Divisional and/or Representative seat.
- D. Ballots.
Ballots must be retained a minimum of thirty (30) days after the close of voting per the Florida records retention schedule.
- E. Post-Election.
The SAC President will notify elected Representatives of their election to SAC and their first meeting date. New Representatives will attend the annual SAC retreat for cross training and to elect new Officers for the upcoming year.

Section 2. Officer Elections.

- A. Eligibility. Nominees must be current SAC Representatives as of June 1.
- B. Nominations.

- 1) The nomination process will commence during the regularly scheduled May SAC meeting and will close at the SAC Retreat held in the month of June.
 - 2) Nominations for Officers may be accepted from the floor at the May SAC Meeting or the SAC Retreat, or made in writing to the Elections Committee by the close of nominations.
 - 3) Outgoing Representatives may nominate Officers but are otherwise unable to participate in the election.
 - 4) A nominee becomes an eligible candidate when they accept the nomination.
- C. Voting Process.
- 1) Officers will be elected at the SAC Retreat in the following order and in accordance with established parliamentary procedures: President, Vice President, Secretary, and Treasurer.
 - 2) Elections will be conducted by open ballot in accordance with Florida open meeting requirements.
 - 3) All elections will be affirmed by a simple majority of voting SAC Representatives.
 - 4) The SAC Elections Committee shall certify the election results to the SAC Secretary. If the SAC Secretary is running for an Officer position, another Officer not running for re-election will be appointed.
- D. Ballots. Ballots must be retained a minimum of thirty (30) days after the close of voting per the Florida records retention schedule.
- E. Post-Election. The outgoing SAC Secretary will announce the results immediately after ballots are counted and certified for each position. Newly elected Officers will take office at the SAC Retreat immediately following the close of elections. Outgoing Officers will assist with the transition of the newly elected Officers until the August SAC meeting.

Section 3. Standing Committee Chair Elections.

- A. Eligibility. All elected or appointed SAC Representatives are eligible to run for and hold the position of Standing Committee Chair, with the exception of newly elected SAC Officers. Representatives may not be an Officer and Committee Chair simultaneously.
- B. Nominations.
- 1) The nomination process will commence during the SAC Retreat at the close of Officer elections.
 - 2) Self-nominations are accepted.
 - 3) A nominee becomes an eligible candidate when they accept the nomination.
- C. Voting Process.
- 1) Elections will be conducted by open ballot in accordance with open meeting requirements.
 - 2) All elections will be affirmed by a simple majority of voting SAC Representatives.
 - 3) The SAC Elections Committee shall certify the election results to the SAC Secretary.
- D. Ballots. Ballots must be retained a minimum of thirty (30) days after the close of voting per the Florida records retention schedule.

- E. Post-Election. The newly-elected SAC Secretary will announce the results immediately after ballots are counted and certified for each position. Newly elected Committee Chairs will take office at the SAC Retreat immediately following the close of elections.

ARTICLE IV - MEETINGS

Section 1. Meeting Times

The SAC shall meet at least monthly. The President may call additional meetings as necessary. All meetings are open to the public.

Section 2. Quorum

A quorum must be present for votes to take place. One-half plus one of the total SAC Representative positions filled shall constitute a quorum.

Section 3. Meeting Notices

All meeting notices will be posted to the SAC website in accordance with Florida Sunshine Laws.

Section 4. Parliamentary Procedures

The parliamentary procedure authority of the SAC meetings shall be the rules contained in the current edition of Robert's Rules of Order in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

Section 5. Addressing SAC

Any employee, student, or member of the public may request to address SAC.

- A. Individuals who wish to add an item for discussion to the SAC meeting agenda shall notify the SAC President in advance of the SAC meeting in which they wish to speak. The SAC President will determine if the item should be placed on the agenda or if the item is to be considered public comment.
 - 1) Agenda items are forwarded to the SAC Secretary for inclusion on the SAC meeting agenda.
 - 2) If the item is deemed to be a public comment, the SAC President will notify the individual(s) of the public comment procedures.
- B. Any member can address SAC Representatives at the monthly meeting during the Public Comment portion of the meeting agenda. Public comments are limited to a maximum of three minutes per person.
- C. SAC has the discretion to refer comments to the appropriate SAC committee, University department or committee for further discussion and review.

Section 6. Attendance

All SAC Representatives are required to attend all regularly scheduled meetings. Advance notice of an absence should be given to the SAC Secretary when possible. SAC Representatives missing three (3) or more meetings within a fiscal year may be subject to removal from office as identified in Article 1, Section 6.

Section 7. Special Meetings

Special meetings may be called at any time by the SAC President, or by written request of three (3) SAC Representatives.

Section 8. Staff Assemblies

SAC shall hold staff assemblies as necessary.

- A. An annual staff assembly, open to all staff, shall be held in April. The annual staff assembly is utilized to provide the annual SAC report, propose changes to the SAC charter, and introduce nominees for SAC Representatives in the upcoming election.
- B. The SAC President may call a special staff assembly.

ARTICLE V - COMMITTEES

Section 1. SAC Committees

SAC Committee Membership is open to all staff, Administrative and Professional (A&P) and Support Personnel (SP). The standing SAC committees shall be:

- A. Elections Committee – The purpose of this committee shall be to:
 - 1) Seek nominations for vacant SP and A&P seats and conduct elections in accordance with Article III.
 - a. A SAC Representative cannot be Chair of the elections committee in the year he/she runs for re-elections. Committee members may run for re-election while participating on the Elections Committee.
 - 2) Communicate SAC election procedures and guidelines to General Membership.
 - 3) At least biannually in odd years, the Elections Committee will conduct a review of the SP and A&P positions to determine proportional representation on SAC by Representative Classification.
- B. Employee Recognition Committee – The purpose of this committee shall be to:
 - 1) Identify ways to recognize and encourage outstanding staff performance.
 - 2) Determine one SP and one A&P staff member for the Gabor-sponsored Outstanding Staff Award program.
- C. Policies Committee – The purpose of this committee shall be to:
 - 1) Review draft policies and regulations and provide input to University administration.
 - 2) Propose policies and regulations of benefit to the General Membership.
 - 3) Identify concerns and interests of the General Membership, update SAC, and communicate resolutions.
- D. Special Events Committee – The purpose of this committee shall be to:
 - 1) Develop and coordinate special events to enhance staff familiarity with SAC, support staff development, and build cross-departmental relationships, and promote an enhanced campus climate.
 - 2) Identify University-organized events in which SAC members can support and participate.
 - 3) Plan and coordinate annual Soar into Spring activities.

Section 2. University Committees

The standing University committees in which SAC is represented are:

- A. FGCU Board of Trustees (BOT)
 - 1) The SAC President serves as a non-voting member of the FGCU Board of Trustees. The SAC President will report to the BOT in the same format as the Financing Corporation and Foundation Board.
- B. All other active University committees as listed on the SAC webpage at <https://www.fgc.edu/SAC>.

Section 3. University Committee Appointments

- A. Eligibility
 - 1) Any General Member is eligible to serve on a University Committee on behalf of SAC.
- B. Nominations
 - 1) Nominations must be made to the SAC President.
 - 2) Self-nominations are accepted.
 - 3) A nominee becomes an eligible candidate when they accept the nomination.
- C. Committee Appointment Process
 - 1) All nominations to University Committees will be reviewed by the SAC Officers.
 - 2) SAC Officers will make appointments based on abilities to best represent SAC and the General Membership.
 - 3) The SAC President will notify the University Committee Chair and/or University President of the nomination for approval, if required.
- D. Post Appointment
 - 1) The outgoing University Committee appointee will transition the newly elected appointee to the next scheduled University Committee meeting.

Section 4. Ad Hoc Committees

Ad hoc committees to address a special project or purpose can be formed as needed by a majority vote of the quorum. An ad hoc committee remains in force through the completion of the charge given to the committee.

Section 5. University Ad Hoc Committees

All requests from the University for a member of the SAC to participate on University ad hoc Committees will be made to the SAC President. Appointments will be made per Article II, Section 6.

Section 6. Committee Chairs

The Chair of a committee must be a SAC Representative, but committee membership is open to the General Membership. Committee Chairs shall be appointed by a majority vote of the quorum.

- A. Chairs and committee members serve for one year beginning at the annual SAC Retreat.
- B. The committee chair will schedule and conduct committee meetings.

- C. Committee chairs are required to prepare and submit a monthly report to the Secretary prior to each monthly general meeting.
- D. In the event of a chair vacancy, the SAC President shall appoint a new Chair to complete the term.

Section 7. Formation and Disbandment of Standing Committees

Standing committees shall be formed or disbanded as needed by an amendment to the SAC Bylaws in accordance with Article VI, Section 1.

ARTICLE VI - AMENDMENTS

Section 1.

Amendments to the SAC Bylaws may be proposed by any general member or Representative by submitting, in writing, the proposed amendment to the SAC President.

- A. Upon receipt of a proposed amendment to the Bylaws, the SAC President will place the motion on the agenda of the next regularly scheduled SAC monthly meeting.
- B. The proposed amendment will be discussed and reviewed by SAC Representatives. Amendments to SAC Bylaws may not be voted on in the same SAC meeting in which they were initially presented to the Representatives.
- C. The General Membership will be notified of a proposed amendment to the SAC Bylaws by posting the motion in New Business on the next regularly scheduled SAC monthly meeting agenda in which the motion will be voted in order to provide opportunity for public comment prior to a vote by SAC Representatives.
- D. Proposed amendments to SAC Bylaws require approval of 2/3 of the SAC Representative quorum in order to pass.
- E. Unless otherwise stated in the proposal, amendments will take effect immediately upon approval.

Section 2.

Amendments to the SAC Charter may be proposed by any general member or SAC Representative by submitting, in writing, the proposed amendment to the SAC President.

- A. Upon receipt of a proposed amendment to the Charter, the SAC President will place the motion on the agenda of the next regularly scheduled SAC monthly meeting.
- B. The proposed amendment will be discussed and reviewed by SAC Representatives.
- C. Approval of 2/3 of the quorum of SAC Representatives is required to move the proposed amendment to vote by the General Membership.
- D. Upon approval of 2/3 of the quorum of SAC Representatives, the proposed amendment to the SAC Charter will be placed on the agenda of the next scheduled Staff Assembly. The proposed amendment will be presented to the General Membership at the Staff Assembly. The proposed amendment will then be placed on the ballot for vote by the General Membership.
- E. Proposed amendments to the SAC Charter requires approval of 2/3 of the voting General Membership in order to pass.

- F. Unless otherwise stated in the proposal, amendments will take effect immediately upon approval.

ARTICLE VII - DISSOLUTION

Section 1. Dissolution Procedure

To dissolve the Staff Advisory Council:

- A. Proposals to dissolve the Staff Advisory Council shall be submitted to the SAC President. The SAC President will schedule an Executive Board meeting within ten (10) business days upon receipt of the proposal.
- B. The proposal must be approved by at least three (3) members of the Executive Committee.
- C. Upon Executive Committee approval, the proposal will be placed on the agenda of the next regularly scheduled SAC monthly meeting. Approval of 2/3 of the quorum of Representatives is required to move the proposed dissolution to vote by the General Membership.
- D. The SAC President will immediately notify the Administrative Liaison, University President, and Board of Trustees of the upcoming vote for dissolution.
- E. Within ten (10) business days of a vote to dissolve by the SAC Representatives, the General Membership will be notified that a special Staff Assembly will be scheduled with the express purpose of presenting the motion for the dissolution of SAC.
- F. A special Staff Assembly will be scheduled no sooner than twenty (20) business days and no later than forty (40) business days after notice to the General Membership.
- G. Voting by the General Membership may begin any time after the conclusion of the special Staff Assembly. Voting must be open a minimum of ten (10) business days and must conclude no later than forty (40) business days after the assembly. Voting will be conducted per appropriate election procedures outlined in Article III, Section 1.C.
- H. A 2/3 affirmative vote of the voting members is required to pass a motion to dissolve the SAC.

Section 2.

The SAC President will prepare a letter notifying the Administrative Liaison, University President, and Board of Trustees the outcome of the vote. If the vote was to dissolve the SAC, the letter shall state the effective date, number of votes cast, and the number of votes in favor of dissolution.

Section 3.

Upon dissolution, the Executive Committee will remain active with full authority to finalize all SAC business.

Section 4. Remaining Funds

The SAC will satisfy any debts owed upon dissolution. Remaining funds will revert back to the appropriate University accounts per established procedures.

Section 5. Records Retention.

The SAC Secretary or designee will contact all SAC Representatives to collect records. Any records to be retained will be sent to the Records Management Office with a disposition form referencing transfer to the University archives.

ARTICLE VIII - GENERAL GUIDELINES**Section 1. Parliamentary Authority**

Except as it conflicts with these Bylaws, the current edition of Robert's Rules of Order shall govern procedure at all SAC meetings.

Section 2. Fiscal Year

The SAC fiscal year shall coincide with the University fiscal year, July 1 to June 30.

Section 3. Conflict of Interest

Whenever a Representative has a financial or personal interest in any matter coming before the SAC, the Representative shall a) fully disclose the nature of the interest and b) withdraw from discussion and voting on the matter. The minutes of meetings at which such conflicts occur shall record such disclosure and abstention from discussion and voting.

Section 4. Proxy Voting

A member who is entitled to vote in any SAC election or ballot issue may vote by proxy executed in writing by the member or by his or her duly authorized representative. Any copy, facsimile transmission, e-mail, or other reliable reproduction of the original proxy may be substituted or used in lieu of the original if the reproduction is a complete reproduction of the entire proxy. If any member or proxy holder votes or takes other action by means of remote communication, a record of that member's participation in the meeting must be maintained in accordance with public record statutes.