

MISSION STATEMENT AND GUIDELINES

The EPA-NT Staff Council serves as an advisory body to the Chancellor of the North Carolina School of the Arts. In fulfilling this role, the Council shall:

- Advocate for the interests/concerns of all EPA-NT employees;
- Review policies and procedures and make recommendations to the Chancellor;
- Serve as liaison between EPA-NT employees and the Chancellor;
- Provide communication of issues and activities affecting EPA-NT employees; and,
- Encourage a sense of community among all School employees by promoting member participation in the School community.

Membership

Membership shall consist of full-time permanent employees who are defined as Employees Exempt from the State Personnel Act, Non Teaching (EPA-NT).

Officers

Officers of the Council consist of a Chairperson, Vice Chairperson, Recording Secretary and immediate past Chairperson. Officers shall be elected at the Annual Meeting held in the Spring of each year. All officer terms shall be for one year starting in July through the following June.

Duties of officers

- 1) Chairperson: Shall preside at all meetings and be the Executive Officer of the EPA-NT Staff Council. The Chairperson may appoint ad hoc committees as appropriate. The Chairperson will meet with the Chancellor as appropriate to advise him (her) of issues of relevance to the EPA-NT Staff Council. The chairperson shall not serve more than two successive terms.
- 2) Vice Chairperson: Shall perform the duties of the Chairperson in case of absence or disability of the Chairperson.
- 3) Recording Secretary: Shall record all minutes of all meetings of the EPA-NT Staff Council and distribute to the membership within 7 working days after the meeting. The Recording Secretary will give five working days notice of all EPA-NT Staff Council meetings, advance notice of all voting issues. The Recording Secretary will additionally be responsible for the tabulation of all email votes on all issues.
- 4) Immediate Past Chairperson: Shall offer consistency for the EPA-NT Staff Council and advise the Chairperson as needed. The Immediate Past Chairperson should not be excluded for consideration to serve on various committees but should not be required to serve in his (her) tenure.

NCSA Committee Representation

The assembly of members shall elect committee representatives to serve on committees. Representatives shall report to the members the business of their committee meeting within five working days.

Meetings

Meetings shall be arranged and conducted by the Chairperson once each academic term, with a summer meeting optional. Meetings may be called on an ad-hoc basis as needed for discussion of issues affecting the membership. In the event of the absence of the Chairperson, the Vice Chairperson will conduct business. In the absence of both the Chairperson and the Vice Chairperson, the Recording Secretary will conduct business. Business meetings will follow Robert's Rules of Order. Vote will be by simple majority of the members voting, whether in person or in writing, including electronic mail.

Amendments

Amendments to these guidelines may be made by vote of the members, following the above definition of quorum.