

**Council on Staff Affairs  
COSA Procedures  
(Revised 2012)**

This document defines and outlines procedures on how to implement the COSA Bylaws in order to achieve operational effectiveness, consistency and transparency. Procedures should be indicative of current operating environment and amended periodically to create efficiencies.

**I. Purpose**

1. The purpose of the Council on Staff Affairs (**COSA**) is to advance the mission of the university as a whole and to promote and foster the welfare of university staff, in non-collective bargaining issues, through combined creativity of staff representatives from university divisions.

2. The Council on Staff Affairs (**COSA**) will participate in the process of university governance by advising the President regarding matters concerning university staff and the general welfare of the university. In doing so, **COSA** may consult with and make recommendations to other appropriate organizations of the university.

2.1 **COSA** will provide a forum for open communication of ideas on staff issues.

2.2 **COSA** will develop and maintain a university-wide communications network to provide for efficient transmission of relevant information to university staff.

**II. Membership**

1. Only full time benefited classified employees (as defined by the USG BOR section 8.1.2 Classified Personnel) are eligible for COSA membership.

**III. Representatives**

1. **Voting COSA Representatives:** *Voting COSA* Representatives who have been employed full time for six months will be elected from the following vice presidential and unaligned areas:

1.1 Academic Affairs

1.2 Finance & Administration

1.3 Student Affairs

1.4 University Advancement

1.5 Unaligned

This structure is subject to change due to reporting relationships and shall be reviewed regularly by the Executive Committee. A current copy of the VSU organizational chart is available on the VSU website: <http://www.valdosta.edu/vsu/org/orgchart.shtml>.

2. **Ex-Officio:** COSA will also be represented to include the following voting representative: the Director of Human Resources.

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**2.1** COSA will be represented to include the following non-voting representatives: Vice Presidents of: Academic Affairs, Finance and Administration, Student Affairs, and University Advancement, a Student Government Association representative, a Retiree Association representative and the Faculty Senate Executive Secretary.

**3. Election and Terms:** An election shall be held each year to replace representatives whose terms have expired. Elected representatives will be based upon popular vote. All elections and vacant positions will be held as outlined in section **3.1** and term limits section **3.2**.

**3.1 Elections:** Each Vice-Presidential area will elect representatives to COSA in accordance to a 1-75 ratio. 1-75 staff employees will have one representative, 76-150 staff employees will have two representatives, 151-225 staff employees will have three representatives, 226-300 staff employees will have four representatives, 301-375 staff employees will have five representatives, and so on (a 1:75 ratio).

Elections shall be held each year to replace members whose terms have expired. The details of the elections shall be recorded in a separate document titled "Summary of Election Procedures" which will be maintained by the Elections Committee.

- 3.1a Election of Chair elect
  - Nominations announced
  - Nominations accepted
  - Nominations election occurs
- 3.1b Election of Other Officers
  - Treasurer
  - Secretary
  - Parliamentarian
  - Public Relations

(a) Other officer positions appointed by COSA Chair include but not limited to the Goal Monitor. This appointed and not elected position will serve for term no less than two consecutive years.

**3.2** Terms begin July 1 of each fiscal year and generally conclude on June 30. Representatives shall serve a term of four years. Representatives may serve a maximum of two successive terms. Representatives who have served two successive terms may run again after one year out of service to COSA. The Election Committee may fill a vacancy by appointment until the next election; however, preference must be given to the second highest vote recipient from the election from which the exiting member was elected. The Appointee must come from the area where the vacancy occurred. When a vacancy is filled by appointment, the Appointee shall serve the remainder of the term, at which time the position must be filled by election. For the purposes of re-election, the new member shall be considered to have served their first term.

3.2a Terms of Chair, Chair-Elect, and Past Chair

3.2b Terms of other officers

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Treasurer  
Secretary  
Parliamentarian  
Public Relations

**IV. Meetings**

1. Items to be reported or discussed should be included in a word document to the Chairperson of COSA as set forth below. Regular meetings will be held monthly throughout the year.

**1.1 Executive Committee Meeting**

**1.1.a Purpose and Authority**

**1.1.b Establishing Council Meeting Agenda**

**1.1.b.1 COSA Committee Meeting Items**

1.1.b.1.a Discussion Items

1.1.b.1.b Action Items

**1.1.b.2 Other Non-COSA Committee Meeting Items**

**1.1.b.2.a Discussion Items**

**1.1.b.2.b Action Items**

**1.1.c Attendance**

**1.2 Council Meeting**

**1.2.a Agenda**

1.2.a.1 Actions Items (see procedure 1.1.b.2)

**1.2.b Attendance**

1.2.b.1 Quorum and Proxies

**1.3 Special or Called Meeting**

**1.3.a. Agenda**

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**V. Executive Committee**

1. The Executive Committee will consist of the Chair, Vice-Chair, Secretary, Treasurer, Parliamentarian, Public Relations Officer, the immediate past Chair and the Ex Officio members of COSA

The Executive Committee will meet monthly throughout the year. Special meetings may be called by the Chair of COSA. The place and time of all regularly scheduled meetings of the Executive Committee will be announced at each regularly scheduled COSA meeting.

The Executive Committee will be empowered to act as the executive body of the entire COSA membership in all cases requiring urgent action. The action can remain up to one year, then at that point, the action either sunsets or has been vetted and voted on using COSA procedures.

The Executive Committee will consider and refer to the appropriate committee any issue that affects the general welfare of the university or that concerns non-faculty employees of the university.

The Executive Committee will receive and prepare agenda items for COSA the following way:

- (a) The Executive Committee will also receive agenda items from any person or group not provided for above. If it is decided, by a majority vote, that such items merit consideration, the Executive Committee will refer those items to the appropriate committee, unless unusual or urgent circumstances merit prompt presentation to COSA.

The Executive Committee will serve as the official liaison between COSA and the Faculty Senate and between COSA and the President of the university.

The Executive Committee will recommend for COSA approval of such Ad Hoc Committees, as it deems necessary.

The Executive Officers of COSA will meet with the President of the university at least once per semester.

The election of executive officers and other officer appointment is as follows:

The Officers of COSA shall be elected during the last two regularly scheduled meetings of each year in May and June using the procedures:

(b) At the March COSA meeting, the Chair will announce that nominations will be accepted at the April meeting.

(c) At the April COSA meeting, the chair of the Elections Committee will present a slate of nominees for the position of Chair/Chair-elect. Nominations will be accepted from currently seated and newly elected COSA representatives. Only currently seated COSA representatives are eligible to vote for these officer positions.

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- (d) At the May COSA meeting nominations will be accepted for the positions of Secretary, Treasurer, Parliamentarian, and Public Relations Officer. After the May meeting an election will be held electronically. All representatives named on the ballot must have accepted the nomination and consented to his or her name being placed on the ballot.... Only current representatives will be eligible for nomination to officer positions.
- (e) At the June COSA meeting, the chair of the Elections Committee will present the electronic results of the election for the officer positions of Secretary, Treasurer, Parliamentarian, and Public Relations Officer.
- (f) Should a vacancy occur during a term of office, the above election process will be followed starting with the next regularly scheduled meeting.
- (g) Other officer positions appointed by COSA Chair include but not limited to the Goal Monitor. This appointed and not elected position will serve for term no less than two consecutive years. Move

Terms See procedure 3.2

The duties of the Executive Officers are as follows:

**1.1 Chair:** Shall be responsible for scheduling and conducting all COSA meetings and shall confer with and report regularly to the President of the University. The Chair will serve a one year term immediately following his/her one year term as Chair elect, and then followed by a one year term as Past Chair.

**1.2 Chair-Elect:** Shall assist the chair, perform the duties of the Chair in his/her absence. The Chair-Elect will be elected by and from the COSA elected representatives to serve a one (1) year term followed by a one year term as Chair and a one-year term as Past Chair and shall serve as Chair of Ad Hoc Committees.

**1.3 Secretary:** Shall provide necessary secretarial services including taking minutes, maintaining records, room reservations reporting benevolence, and distributing information to the COSA membership. The Secretary shall be elected or appointed at the discretion of the COSA elected representatives. A secretary may serve a maximum of two consecutive terms.

**1.4 Parliamentarian:** : Shall insure that meetings are conducted according to Robert's Rules of Order and ensure adherence to the COSA Bylaws as well as oversee maintenance to the COSA Bylaws in accordance with Article IX of the COSA Bylaws. The Parliamentarian may be elected or appointed at the discretion of the COSA elected representatives and shall serve as Chair of the Policy Committee. A parliamentarian may serve a maximum of two consecutive terms.

**1.5 Treasurer:** Shall be responsible for disbursing funds, preparing an annual financial report and budget, and all other financial affairs of COSA. The Treasurer may be elected or appointed at the discretion of the COSA elected representatives and shall serve as Chair of the Budget and Finance Committee. A treasurer may serve a maximum of two consecutive terms.

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**1.6 Public Relations Officer:** Shall be responsible for all publicity of COSA events. Shall serve as liaison with Valdosta State University Public Relations Office, campus newspaper, local radio stations, and other media as necessary. Shall prepare quarterly COSA newsletter for distribution to all VSU employees. The Public Relations (PR) Officer shall attend all COSA meetings, COSA related conferences, and serve as a non-voting member of the COSA Executive Board. The PR Officer must be a COSA elected representative in the second or later year of service. The PR Officer shall be nominated by COSA elected representative and appointed by the Executive Committee and shall serve as Chair of the Professional Development Committee. A public relations officer may serve a maximum of two consecutive terms.

**1.7 Immediate Past Chair:** In the interest of continuity in COSA's work, following the Chair's term of office, the Chair shall become the immediate Past Chair for one year to act in an advisory capacity to COSA and the Executive Committee. Unless re-elected as a representative, the Past Chair shall be an ex-officio, voting member of COSA and shall serve as Chair of Social and Recognition Committee.

**1.8 Ex-Officio Representatives:**

**VI.**

**COSA Committees**

**1. Budget and Finance Committee**

**1.1 Purpose and Authority -** The Budget & Finance Committee's purpose is to review, investigate and recommend council action in all fiscal matters before council; including budgets, expenditures and general fiscal issues pertaining to COSA program administration and, development, **1.2 Membership –** Chaired by the Treasurer and membership is made up of one COSA representative or member from each divisional area. Committee will also elect a secretary to take minutes of all of the meetings, and prepare agenda items relative to the committee to present to the Executive Committee.

**1.3 Meetings –** schedule of meetings will be determined by the committee chair and a tentative schedule of meetings will need to be presented to the Executive Committee for approval at the August Executive meeting.

**1.4 Committee Responsibilities**

The committee will be responsible for the following:

- (a) Present a monthly budget report to COSA at each regularly scheduled meeting.
- (b) Keep written minutes of all committee meetings.
- (c) Prepare yearly budget and goals for the year

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- (d) Make recommendations to COSA for budget and financial matters and any budget amendments. Annual budget approval and any amendments require review and approval by COSA membership and requires majority vote of present members.
- (e) All budget and financial information, including all meeting minutes must be electronically archived and able to be shared amongst committee members.
- (f) Hold a transitional meeting with incoming and outgoing members of the committee before the August COSA meeting.

## **2. Policy Committee**

**1.1 Purpose and Authority** The purpose of the Policy Committee is to formulate and recommend policies and procedures all classified staff of the university, using the University Policy on Policy process.

**1.1.a** The Bylaws Sub-Committee shall exist when the Parliamentarian is appointed from outside COSA. This committee shall serve as the Policy Committee during those years. The sub-committee will be convened at the discretion of the chair to consider special issues.

The Policy Committee shall perform maintenance to the COSA Bylaws and shall present recommended changes at regularly scheduled meetings for discussions and make necessary corrections and once discussion ends, hold over until the next regularly scheduled meeting for a vote by the COSA membership as outlined in Article IX of the COSA Bylaws.

**1.2 Membership** Chaired by the Parliamentarian and membership is made up of one member from each divisional area. Committee will also elect a secretary to take minutes of all of the meetings, and prepare agenda items relative to the committee to present to the Executive Committee.

**1.3 Meetings** regularly scheduled meetings will be held at the discretion of the chair and will be required to have a tentative schedule of meetings to be presented to the Executive Committee for approval at the August Executive meeting.

The committee will be responsible for the following:

## **3. Social and Recognition Committee**

### **1.1 Purpose and Authority**

#### **1.1.a Subcommittees**

##### **1.1.a 1 Employee of the Semester**

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1.1.a.1.a Purpose and Authority

1.1.a.1.b Membership

1.1.a.1.c Meetings

1.1.a.1.d Responsibilities

1.1.a.2 Staff Appreciation

1.1.a.2.a Purpose and Authority

1.1.a.2.b Membership

1.1.a.2.c Meetings

1.1.a.2.d Responsibilities

1.1.a.3 COSA on the Move

1.1.a.3.a Purpose and Authority

1.1.a.3.b Membership

1.1.a.3.c Meetings

1.1.a.3.d Responsibilities

1.2 Membership Chaired by the Past Chair and membership is made up of one member from each divisional area. Committee will also elect a secretary to take minutes of all of the meetings, and prepare agenda items relative to the committee to present to the Executive Committee.

1.3 Meetings regularly scheduled meetings will be held at the discretion of the chair and will be required to have a tentative schedule of meetings to be presented to the Executive Committee for approval at the August Executive meeting.

The committee will be responsible for the following:

**4. Professional Development Committee**

1.1 Purpose and Authority

1.1.a Subcommittees



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**1.1.a.1 Blazer Books Award**

**1.2 Membership** Chaired by the Public Relations Officer and membership is made up of one member from each divisional area. Committee will also elect a secretary to take minutes of all of the meetings, and prepare agenda items relative to the committee to present to the Executive Committee.

**1.3 Meetings** regularly scheduled meetings will be held at the discretion of the chair and will be required to have a tentative schedule of meetings to be presented to the Executive Committee for approval at the August Executive meeting.

The committee will be responsible for the following:

**5. Ad Hoc Committees**

**1.1 Purpose and Authority.** Ad Hoc Committees shall be created to address short-term needs and shall be dissolved once those needs have been addressed as determined by the Executive Committee. If needs become part of COSA's long-term mission, the Executive Committee must vote whether to make the Ad Hoc committee a standing COSA committee or subcommittee.

**1.2 Membership** Chaired by the Chair-Elect and every Ad Hoc Committee shall consist of no fewer than three (3) full members of COSA appointed by the Chair-Elect of COSA. The full members of each committee will choose a chair. The committee chair may appoint associate members for two (2) year terms, subject to the approval of COSA and provided that no committee exceeds twelve (12) total members. Associate members may be drawn from throughout the university community and will be full participants in the business of the committees to which they have been appointed. They will not be voting members of COSA, but may participate freely in the presentation of committee reports to the COSA membership.

**1.3 Meetings** all Ad Hoc committee meetings will have to adhere to all procedures pertaining to reporting to the Executive Committee and bringing forth all issues that would be considered agenda items to be presented to the COSA membership.

**6. University-Wide Committees**

Longevity

Retiree Association

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**PBC**

**Cabinet**

**Retiree Tribute (once it's established)**

**1.1 Purpose and Authority**

**1.2 Membership**

**1.3 Meetings**

**VII. University System of Georgia Staff Council**

1. The Council on Staff Affairs at Valdosta State University voted on February 21, 1996 to be a charter member of the University System of Georgia Staff Council (USGSC). The intent of the USGSC is to advance the mission of the system as a whole and to promote and foster the welfare of system staff through the collective creativity of representatives from each system institution. Valdosta State University COSA will designate two representatives each year to attend USGSC functions.

1.1 COSA Chairperson will serve as the primary contact for the USGSC at Valdosta State University.

1.2 COSA Chairperson and Chair-Elect will serve as designated representatives of Valdosta State University.

1.3 If the Chairperson and/or the Chair-Elect are unable to attend the USGSC functions, the COSA Chairperson will appoint alternative representatives from a list of COSA member volunteers.

**VIII. Activity Report**

1. The COSA Chairperson shall prepare an annual activity report as set forth below:

1.1

**IX. Bylaws**

1. The Parliamentarian shall maintain the Bylaws and the COSA *Procedures* with the assistance of the Policy Committee and review by the Executive Committee. The Bylaws and COSA *Procedures* shall be reviewed as needed and no less than once every three years. Any proposed amendments will be read at the next regular COSA monthly meeting, and voted on by the elected representatives at the following regular COSA meeting. Actions are posted on the COSA website. Changes to the Bylaws require a two-thirds vote of the COSA elected representatives.

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