

**Bylaws of the Keene State College  
Professional, Administrative, and Technical Staff Council**  
Herein known as the "PAT Council" (4/7/2009 Revision)

**Article 1: Vision Statement**

The Professional, Administrative and Technical Staff (PAT) Council is made up of duly elected representatives for the PATs at Keene State College (KSC).

The PAT Council, as part of the shared governance structure of Keene State College, serves as an advocate for PAT staff and as a liaison with the President. As advocates we protect the interests of PATs while striving for equality among employee groups: any gain should not come at the cost of other employee groups. We work closely with the Director of Human Resources, who is an Ex-Officio member of the Council. The Council:

- a) Provides recommendations regarding personnel policies
- b) Concerns itself with matters affecting the welfare of PATs, including the rights and responsibilities of the group, College and University System of New Hampshire (USNH) policies, promotion, salaries, educational opportunities, professional development, retirement, and other benefits
- c) Communicates regularly and responds quickly
- d) Gathers feedback and recommendations from PATs
- e) Regularly assesses whether the Council is meeting the needs of PATs
- f) Bridges chasms between employee groups
- g) Advocates for and supports Adjunct Staff when appropriate

**Article 2: Who are the PATs**

- a) The PATs are allied closely with the faculty and operating staff in the execution of KSC's mission and have the responsibility to provide necessary services and to promote excellence in KSC activities. The PATs are active contributors to the goal of KSC's commitment to quality teaching and campus life.
- b) The PATs of KSC are those employees whose academic preparation and work experiences qualify them as key individuals (which include directors, supervisors, managers and professional staff such as artists, engineers, accountants, writers, and upper-level technical staff such as television and research technicians) within the structure of KSC and USNH.
- c) A PAT shall be defined as an exempt status employee who holds a budgeted/benefited position including those funded through auxiliaries or grants and is full time or a percentage of time.

**Article 3: The Structure of the Council, meeting times and qualifications**

- a) The Council consists of nine elected members from the PATs, each of whom serves on the Council for two years. Sitting on the Council Ex-officio is the KSC Director of Human Resources. Attempts are made to encourage a broad representation of campus constituencies by inviting all PATs to participate.
- b) Elections are held each spring, no earlier than March 1 and no later than March 15th. These elections will be called/prepared by the Council Chair Person or his/her designee. Candidates for positions will be asked to submit a self nominating paragraph of intent outlining qualities the individual will bring to the council.
- c) Newly elected members will participate in transition meetings of the council in April (which will be held before the final Senate meeting of the semester) and May. During the April transition meeting designees to the Senate for the upcoming year shall be determined and those selected should attend the final Senate meeting of the spring semester. Newly elected members officially begin to serve and become voting members of the PAT Council on June 1.
- d) Council officers: The Council shall elect during the first meeting of the summer:
  - Chair, who will call meetings of the PAT Council, prepare an agenda for the meeting, call special meetings of the Council and all PATs and chair said meetings.
  - Vice-Chair, who will perform the duties of the Chair when necessary, and assist with the operations of the Council.
  - Recorder, who will record and maintain minutes of all meetings, providing a summary of the minutes to the Council. Minutes are publicly available.
  - Treasurer, who will have bookkeeping responsibility for the PAT Council operating budget. The monies shall be kept in an internal campus account.

- e) The Council shall designate from the Council members (when appropriate) or from the PATs at large representatives to the Committees/Commissions or other bodies requesting PAT representation listed below. This list may be revised as needed to reflect committee name changes and additions/deletions to the committee list without a formal revision to the By-Laws.
- One representative and one alternate to the System Personnel Policy Committee
  - Two representatives to the College Senate
  - One representative to the Budget and Resource Council
  - One representative to the Health and Safety Committee
  - One representative to Chair the Professional Development Committee
  - One representative to the Sustainability Committee
  - One representative to the President's Commission for the Promotion of Wellness
  - One representative to the Facilities Planning Advisory Committee
  - One representative (preferably the Chair of the PAT Council) to the Human Resources Master Planning Committee
  - One representative to the Planning Council
- f) The Council shall form committees as needed from Council Members and PAT membership at large.
- g) Meetings: The Council will meet a minimum of four times per semester and at least twice during the months of June, July and August. These meetings are open to the public.
- h) Quorum: At any meeting of the Council a simple majority of the Council members in office shall constitute a quorum.
- i) Any council member who misses three or more Council meetings during the year without notification to the Chair may be suspended or removed from the Council by a simple majority vote of the Council. A special election, facilitated by the Council Chair, will be held to replace the Council member. Any Council member or PAT representative designated by the Council who misses three or more committee meetings (see Article III, Section d) without notification to the committee Chair may be suspended or removed from the committee by simple majority vote of the Council and replaced by another PAT, approved by a simple majority vote of the Council. The Chair may set a meeting to discuss any action needed.
- j) Requests to the PAT Council for membership on committees, including search committees should be directed to the PAT Council Chair. The Chair will, normally, initiate a nomination process. In the case of searches, nominations shall be sought from the general PAT membership unless specified by Human Resources. The Chair will facilitate the election process. The individual selected is responsible for providing the Chair with regular (not less than once per month) updates. The Chair may set a meeting to discuss motions. If a committee representative misses three or more meetings, fails to fulfill committee responsibilities or fails to provide the Council with regular updates, the representative may be removed from the committee by a simple majority vote of the Council and replaced with by another PAT by a simple majority vote of the Council. The Chair may set a meeting to discuss actions. In consultation with the PAT Council, if a Search Committee Chair requests that the PAT representative be replaced, the representative may be removed and replaced by another PAT by a simple majority vote of the Council.
- k) Senate:
- There shall be two (2) PAT representatives elected to the College Senate, one (1) from Academic Affairs and one (1) from Student Affairs, the Executive Division or Finance and Planning. One (1) of the representatives should also be a member of the PAT Council. Terms on the Senate are designated as two (2) year terms. Elections for Senate Representatives shall be staggered on a yearly basis.
  - A majority vote of the PAT Council is required to approve a PAT to serve on the Senate for more than six consecutive years.
- l) PAT Council members who do not work during the summer months must be able to attend at least one summer meeting of the PAT Council.
- m) Any Council member may be suspended or removed with cause (e.g. including but not limited to the suspension of a Council Member, from work, by KSC for acts detrimental to the welfare and the good of KSC) by vote of a simple majority of the Council then in office, at any meeting called for each purpose or at any regular meeting.
- n) Vacancies: If the office of any Council member becomes vacant (for whatever reason), during their tenure on the Council, the remaining Council Members will select a replacement from the PATs who came closest to being elected to the Council in the previous election. If no one is available from this list then the Council may replace the position from the membership at large.

#### **Article 4: Voting, Quorum, and Supplementary Rules**

- A. Methods of Voting:** Decisions of the Council shall ordinarily be by voice vote. A simple majority is required for a motion to pass unless otherwise stated. In specific instances, however, the following system will be used in descending order of preference.
1. **Division Vote**, either by show of hands or standing, may be taken at the request of the Chair or of any member unsure of the weight of the voice vote.
  2. **Roll-call Vote** may be recorded in the minutes as a courtesy if requested by any member before a question comes to vote. If, however, there be objection, a second motion must obtain two-thirds majority of members present before the Recorder shall record the vote. Such a motion is debatable.
  3. **Ballot Vote** shall pertain in all elections and in all cases involving the reputation of individuals.
- B. Voting Positions:** There are three possible positions: affirmative, negative, and abstention, expressed in the recorded tally as "yea, nay, and present." Abstentions shall be counted in the total vote in cases where specific majorities of those voting are required. Absences shall be considered abstentions only in cases where the total vote of the Council is involved.
- C. Quorum:** A **quorum** shall consist of a minimum of fifty percent of the voting members of the Council, excluding vacancies.
- D. Supplementary Rules** Robert's Rules of Order (Revised Edition) shall govern in any case not covered by the specific rules of the Council.

**Article 5: Revisions to the Bylaws**

- a) Any PAT may request a change in the Bylaws by submitting a written request to the PAT Council Chair.
- b) The Council will discuss the change at the next regularly scheduled Council meetings and may request input from all PATs.
- c) Amendments to the proposed change can only be made by that PAT who submitted the original request for change and must be made in writing to the PAT Chair.
- d) At the second regularly scheduled meeting of the PAT Council, after the request for change in the Bylaws, the Council will vote on the revision.
- e) A two-thirds majority vote by all Council members is required for the change to go into effect.

Revision 3/26/2009