

Quick References for Professional Staff Assembly Members

What do I need to do if I am going to miss a meeting?

In the event a representative is unable to attend an Assembly or committee meeting, the representative may select an eligible professional staff member to serve as an alternate. The alternate can substitute for the representative only if the representative submits the name of the alternate to at least one of the officers prior to the beginning of the meeting.* When serving for the representative, the alternate may perform any of the functions of the representative with the full power of the representative. The alternate is not required to be from the same organizational unit as the representative.

*If possible, please notify an officer of your absence at least one day prior to the meeting.

May I bring a guest to the Assembly meeting?

Meetings are open to the public, unless the Assembly votes to hold an executive session by a two-thirds majority of representatives present. Any executive session must be consistent with the laws of the State of Alabama.

Anyone other than an Assembly representative or their selected alternate may address the Assembly only by invitation by a vote of the Assembly or on invitation by the Assembly Chair.

What are the appropriate steps for submitting a petition to the Assembly?

A resolution or petition submitted by a delegate or delegates not constituting a committee shall be read and referred to the appropriate committee by the chair. If not returned for Assembly consideration, the committee shall present an oral report of its conclusions.

Which committee do I contact regarding a particular issue?

<u>Issue</u>	<u>Committee</u>
• Interpretation of by-laws	Committee on Assembly Operations
• Proposed change to by-laws	Committee on Assembly Operations
• Proposed amendment to by-laws	Steering Committee (Article VIII)
• Staff benefits and/or salary issues (Including Health, Dental, Vision Benefits)	Staff Life Committee
• Parking concerns	Staff Life Committee
• BAMAFLEX	Staff Life Committee
• Staff evaluation procedures	Staff Life Committee
• Services for staff development	Professional Development Committee
• Recognition of staff performance	Professional Development Committee
• Idea for social event, community service project, or campus forum for professional staff	Service/Outreach Committee