ARTICLE I: Name
The name of the organization will be the University of Missouri-Kansas City Staff Council.

ARTICLE II: Purpose
The purpose of Staff Council is to provide a forum for the advocacy of UMKC staff and represent staff needs to the UMKC community and its leadership. Staff Council will provide opportunities for recognition, appreciation, and development of staff members.

ARTICLE III: Membership
Section 1: Eligibility
A. Membership in Staff Council is extended to those University employees (hereafter, “staff”) who hold non-academic positions by primary appointment as defined by the Human Resources Policy Manual and are not protected by tenure, whether they are classified as exempt or non-exempt personnel by the Federal Government Fair Labor Standards Act.

B. Persons who do not fit into the above definition, but feel they should be represented as staff members may file a written request with the Staff Council Governing Board to be considered members of the staff. Upon review and majority approval of the petition, they will be considered exempt or non-exempt staff members as long as they continue in their positions at UMKC.

Section 2: Classes of Membership
A. Non-elected. Any staff member may participate in Staff Council committees, activities, or open governing board meetings.
   1. Non-elected members are not eligible to participate in the voting process.
   2. During Governing Board meetings, non-elected members may address the assembly or submit motions for consideration upon special recognition by the Staff Council president.
   3. Non-elected members bear no attendance requirement.

B. Governing Board Members. Staff may be elected to the Staff Council Governing Board during annual elections. Rights, duties, and expectations for Governing Board members are delineated in Article IV.

C. Officers. Staff Council Governing Board will elect a president, vice president/president-elect, secretary, treasurer, and communications officer. Officer rights, duties, and expectations are delineated in Article V.

ARTICLE IV: Governing Board
Section 1: Composition
A. Governing Board will be composed of 25 members.

B. Twenty-four members will serve elected terms to the Governing Board. The president will be the twenty-fifth member.

C. Of the elected members, half (12) will be exempt staff and half (12) will be non-exempt staff.

D. Each year, one-third of the Governing Board member positions (8) will be vacated. Half of these will be exempt and half non-exempt.

E. Governing Board membership is not transferable except through election as described in Article IV, Section 4.
Section 2: Duties and Privileges
A. Governing Board members must attend Staff Council Governing Board meetings.
   1. Governing Board members are allowed three (3) absences from regular Governing Board meetings throughout one year beginning on May 1 and ending April 30.
   2. If the need arises for a fourth absence:
      a. A detailed request for additional absences shall be made in writing to the Nominations and Elections Committee in advance of the fourth meeting to be missed. Approval, if granted, shall be in writing from the Committee.
      b. If the absence is the result of an emergency situation, a detailed request shall be made in writing to the Nominations and Elections Committee no later than two (2) weeks after the missed meeting, and shall include a request to remain on the governing board.
B. Governing Board members may voice opinions and vote on all business issues relating to Staff Council. Votes may be conducted officially at Governing Board meetings or, at the discretion of the president, informally by e-mail or other tally outside of meetings. Electronic or other voting methods shall meet quorum requirements as defined in Article VI, Section 4.
C. Governing Board members may submit items to the business agenda for consideration by the Governing Board.
D. Governing Board members must serve as an active member on at least one committee.

Section 3: Term of Office
A. Governing Board members serve a three-year term and may be reelected without limit.

B. Terms shall begin on May 1 and end April 30.

Section 4: Nominations and Elections
A. Nominations.
   1. The nominations and elections committee will send an announcement to all staff in January. Staff may nominate as many people as they wish, and may self-nominate.
   2. In the event that less than four individuals accept the nomination from either classification of employment, those four or fewer are automatically accepted to the Governing Board and the vote proceeds to fill the remaining seats from the other classification. Vacant seats in either classification will be filled following the election in accordance with Article IV, Section 4.D.
   3. Reference Staff Council Procedures for additional details.
B. Elections.
   1. Ballots - shall be electronic or paper, per recommendation of the nominations and elections committee and approval by Staff Council Governing Board.
   2. Voting – shall be available three (3) weeks.
   3. Selection – shall be elected by plurality to the four (4) nominees with the highest number of votes, who will assume membership in the Staff Council Governing Board. The nominations and elections committee shall maintain a record of remaining nominees who will be designated as alternates.
   4. Reference Staff Council Procedures for additional details.
C. Termination and Removal. The term of a member ends on death, permanent incapacity, termination of service with the University, receipt by the president of written resignation or after three unexcused absences from regular Governing Board meetings in one year.
   1. The chair of the Nominations & Elections Committee will notify in writing any board member who has missed three (3) meetings in a year. The President shall be included in this communication.
   2. For any of the following circumstances, the board member will be removed from the active list and placed at the bottom of the alternate list, unless a resignation is submitted in writing to
the president. The first alternate will be promoted to active status as a governing board member.

a. The request for excusal from the fourth absence is not approved by the Nominations & Elections Committee.

b. No request for excusal is received for the fourth absence.

c. The member may file a written appeal to the Governing Board, which must pass at a regular meeting by two-thirds vote.

3. Absence from a fifth board meeting in a one year period will result in removal from the Governing Board.

4. Any Governing Board member may call for a vote of no confidence against another Governing Board member. Reasons and discussion are required, and the accused must be afforded the right to speak on their own behalf. The Governing Board will vote by secret ballot and the motion must carry by two-thirds vote. Vote of no confidence against a Governing Board member will constitute removal from the Governing Board.

5. Changes in a Governing Board member’s job classification (i.e. from exempt to non-exempt) will not necessitate termination.

D. Vacancies

1. In the event of vacancy, the open position will be filled by the highest ranking staff member from the alternate list corresponding to the vacated staff category. The nominations and elections committee will oversee this process, and will keep moving through the list until the vacant position is filled.

2. If there is no alternate to fill the vacancy, and more than six (6) months remain in the vacated term, then
   a. The president shall announce the vacancy, along with category and length of term remaining. The nominations and elections chair(s) shall send out a call for nominations which will be submitted to the governing board.
   b. If there are no nominations or all nominees declined, the nominations and elections chair(s) shall notify the president. The president shall submit a name for appointment to the governing board.
   c. Nominations and appointments to fill vacancies must be approved by a Governing Board majority vote within two (2) months of the announcement of the vacant position.
   d. Staff members assuming vacant positions will serve out the remainder of the term for the vacated seat.
   e. Reference Staff Council Procedures for additional details.

3. If there is no alternate to fill the vacancy and there are six (6) months or less remaining in the term, the vacancy shall be filled during the next election according to Article IV, Section 4.A.

ARTICLE V: Officers

Section 1: Officers.
The officers of the Staff Council Governing Board will be president, vice president/president-elect, secretary, and treasurer. No member may hold more than one office at a time.

Section 2: Duties.
A. President. The president will schedule rooms for each meeting, preside at all meetings of the Staff Council, manage the business of the Staff Council, and carry into effect all resolutions of the Staff Council Governing Board. The president will also serve as a representative to Intercampus Staff Council (whose term of office is 1 Jan – 31 Dec) and appoint representatives to other relevant campus committees. The president may only vote to break a tie. The president’s position constitutes the twenty-fifth member of the Staff Council Governing Board.

B. Vice President/President-Elect. The vice president/president-elect will, in the president’s absence, disability, refusal or inability to act, perform the duties of the president, and will perform such other duties as the Staff Council Governing Board may prescribe. The position will serve as a representative to the Intercampus Staff Council (whose term of office is 1 Jan – 31 Dec) and oversee all Staff Council committee work. The vice president/president-elect will become president at the conclusion of the term.
C. **Secretary.** The secretary will attend all Staff Council Governing Board meetings and act as clerk thereof. The secretary will provide Staff Council members with meeting announcements and reports of Staff Council activities on a monthly basis. The secretary will distribute the minutes of Governing Board meetings to all Governing Board members, to the Chancellor and Intercampus Staff Council president, and make them available to all staff via the Staff Council Website.

D. **Treasurer.** The treasurer will develop, monitor, and reconcile the budget of the Staff Council. The treasurer will distribute accurate and relevant financial information at each meeting and make recommendations regarding fiscal matters as appropriate.

E. **Communications:** The communications officer will be responsible for communicating with committee chairs and ensuring the Staff Council website is current. The communications officer will submit calendar items to the UMKC Calendar and manage the UMKC Staff address for staff communications. This officer will also serve as the default chair of the Communications Committee.

**Section 3: Terms of Office.**
A. All officers serve one-year terms.
B. The president, and vice president/president-elect will hold one-year, non-successive terms, and will hold their offices until successors are elected.
C. The secretary and treasurer may be re-elected an unlimited number of times.

**Section 4: Nominations and Elections.**
A. Only current Staff Council Governing Board members are eligible to serve as officers.
B. Only Governing Board members may nominate members to serve as officers, but may do so at the request or recommendation of a non-elected member.
C. Only Governing Board members may vote in officer elections.
D. All officers will be elected at the Staff Council annual meeting.
E. Vacancies may be filled at any time through majority election at a Governing Board meeting.

**ARTICLE VI: Fiscal Operations**
In order to be fiscally responsible throughout annual changes in the executive committee, certain fiscal operations will be completed outside the Governing Board of Staff Council. Fiscal Operations will be performed by Chancellor’s Office staff and will include:
- Creation and approval of non-PO vouchers
- Creation and approval of requisitions (to create purchase orders)
- Entry of receivers on purchase orders
- Deposits to operating and scholarship accounts
- Maintenance of Fiscal records
- Reconciliation of operating account

**ARTICLE VII: Meetings**

**Section 1: Regular Meetings.**
Staff Council Governing Board will meet once a month, not less than 10 times per calendar year. The meeting schedule will be published at the annual meeting and on the Staff Council Website. The secretary will communicate any changes.
Section 2: Annual Meetings.
The May meeting will be the Staff Council Annual Meeting. All staff should be expressly invited. The outgoing president will present the “State of the Staff” report. Officers and committee chairs should present updates.

Section 3: Special Meetings.
Special meetings may be called at any time by the president, by petition of a majority of Governing Board members, or by petition of 25 or more non-elected members.

Section 4: Quorum.
Quorum is 60% attendance of the total governing board membership.

ARTICLE VIII: Committees
Committees (Non-standing and standing) may be appointed and terminated by the president at any time, subject to approval of the Governing Board.

Section 1: Committee Operations
A. Committee chairs will be nominated and elected by the Staff Council Governing Board by majority vote.

B. Committee chairs will take responsibility for committees at the annual meeting. The only exception will be the chair of the picnic committee, who will serve until one month after the picnic.

C. Committee size ideally will be five to seven members. Membership is open to any member of Staff Council. The committee chair is responsible for forming the committee, subject to approval of the Governing Board.

D. Committee chairs need to be prepared with written monthly updates of committee activity. Committee Report Forms shall be submitted to the President by 5 pm five (5) days prior to the scheduled Governing Board Meeting.

E. Each committee will maintain records of meetings and activities and will present them to the secretary of Staff Council when the committee chair leaves the position.

F. Committee vacancies will be filled by appointment by the Staff Council president as needed.

Section 2: Committee Details
A. Standing committees are as follows:

1. Fundraising Committee:
   a. Will work to raise funds to support the Staff Council Scholarship fund and other Staff Council programs.

2. Staff Appreciation Committee:
   a. Will work on staff appreciation projects and events.
   b. Will review all areas of staff benefits, report on changes, and suggest new benefit areas to be explored.
   c. Will oversee, advertise, and receive nominations for Staff Awards, determine and contact awardees, and organize Awards ceremony.
   d. Will oversee the endowed Staff Scholarship by reviewing application, advertising, and determining and notifying recipients.

3. Nominations and Elections Committee:
   a. Will solicit nominations for Staff Council Governing Board membership and prepare a ballot of names.
   b. Will conduct the elections each year.
   c. Will count the ballots and publicize the results.
d. Will track attendance and notify members as per established procedures.
e. Will track attendance and participation of Governing Board members with their chosen committee(s).
f. Will fill vacancies in accordance with Article IV, Section 4.D.
g. Will update the by-laws as needed.

4. **Service Projects Committee:**
a. Will be a vehicle for the staff, faculty, and students to use for service and community work by representing the University of Missouri-Kansas City Staff Council.
b. Will meet on a regular basis to review current projects and to consider suggestions for new projects.
c. Will encourage all staff, faculty, students, and their families to participate in events sponsored by the committee.

5. **Communications Committee:**
a. Will work to ensure that the staff of the campus is informed of the activities of Staff Council by updating the website.
b. Will continue to develop avenues for additional ways to communicate with staff and other constituencies.

6. **Picnic Committee:**
a. Will determine the date and coordinate activities for the annual staff picnic.
b. Will develop a menu, in accordance with University policy, with a catering company that has been selected based on affordability, quality of food and service, and a wide variety of menu choices; will arrange for use of University grounds and equipment with the appropriate departments; and will develop a budget and advertising for the picnic.
c. Will solicit prizes from University departments and other sources to be given to staff.
d. Will encourage staff members to display or sell craft items or other items of interest and to participate in games, contests, and performances.

7. **Campus Issues Committee:**
a. Will investigate and discuss issues brought to the attention of the Staff Council and/or Campus Issues Committee.
b. Will ensure that any issue presented is discussed with Staff Council, a proposal or solution suggested, and presentation of same (proposal or solution) to the next governing group that has power to approve or deny.

**B. Additional non-permanent committees may be formed to address needs that fall outside the operations of standing committees.**

**Section 3: External Committees**

**A. Standing External Committees**
1. Committees existing outside the framework of Staff Council that are long-term or permanent in nature.
2. As external committee positions become available, due to expiration of terms or early vacancy for any reason, the President shall present information regarding the committee during a Governing Board meeting.
3. The President shall ask for nominations to fill the position. Self-nomination is permitted.
4. Nominees shall be approved by majority vote of the Governing Board

**B. Ad Hoc External Committees**
1. Committees existing outside the framework of Staff Council that are short-term or temporary in nature.
2. If sufficient time is allowed by the established committee deadline, the President shall email all board members, or present at an upcoming meeting, the information on the Ad Hoc External Committee and request nominations. Self-nomination is permitted. Nominees shall be approved by majority vote of the Governing Board.
3. If insufficient time is allowed by the established committee deadline, the President may appoint a Staff Council member to the position or serve him/herself.
C. Reporting Requirements
   1. External committee members will be required to report committee activities at Governing Board meetings, so long as the committee is not classified as confidential.
   2. Committee Report Forms shall be submitted to the President by 5 pm five (5) days prior to the scheduled Governing Board Meeting. If an external committee meets within the five (5) days prior to the Governing Board Meeting, a Committee Report Form shall be submitted to the Secretary no later than two (2) days after the Governing Board meeting. Non-Governing Board members who serve on external committees may also report in person during the scheduled meeting.

ARTICLE IX: Parliamentary Authority
Robert’s Rules of Order shall be used as the basis for conducting business and protecting the rights of members.

ARTICLE X: Amendment of the Bylaws
Staff Council bylaws or practices may be amended at any time by two-thirds vote of the Governing Board.
University of Missouri-Kansas City
Staff Council Procedures

Adopted: November 2006   Revised: 7 May 2008

Associated with Article IV, Section 4, Parts A and B
Nominations and Elections

Nominations

1. The nominations and elections committee shall distribute a call for nominations no later than January 31 each year.
   a. The announcement shall include the following:
      i. Names of all Governing Board members whose terms are not complete
      ii. The current year’s election timeline
      iii. Relevant information about Governing Board responsibilities
      iv. Nominating rules
   b. Nominations will be open for two (2) weeks.
   c. Nominations received after the deadline will not be considered.
   d. The chair of the nominations and elections committee shall re-nominate any remaining Governing Board alternates.

2. The nominations and elections committee shall contact each nominee within one (1) week of the nomination deadline. Nominees will be asked to provide the following:
   a. Confirm or deny their willingness to serve
   b. Provide details regarding their status and eligibility
   c. Provide a brief explanation why they would like to serve on the Staff Council Governing Board

3. Responses from the nominees shall be returned to the nominations and elections chair(s) within one (1) week. Lack of response shall be considered a decline of the nomination. For those accepting the nominations, their responses shall be included in the ballots.

4. In the event that less than four individuals accept the nomination from either classification of employment (exempt and non-exempt), those four or fewer are automatically accepted to the Governing Board and the vote proceeds to fill the remaining seats from the other classification.

Elections

1. The nominations and elections committee shall create a ballot listing the 17 continuing members of the Governing Board and the current nominees as determined by the above procedures.
   a. Ballots
      i. Shall include the staff member’s name, job title, department, and number of years of UMKC service.
      ii. Shall be divided into exempt and non-exempt categories and alphabetized within each category.
      iii. Nominees’ comments shall be included with their names.
   b. Voting
      i. Shall remain open for three (3) weeks.
      ii. Staff may cast up to four votes for candidates in each category, exempt and non-exempt.
   c. Selection
      i. Votes, electronic and/or hardcopy, shall be counted by no fewer than two (2) members, who are not up for re-election, of the nominations and elections committee members.
      ii. Those nominees receiving the highest four (4) totals of votes will assume membership in Staff Council Governing Board.
      iii. Nominees and alternates shall be notified within two (2) days of the ballot deadline.
iv. The nominations and elections committee shall maintain a list of alternates, consisting of remaining nominees from the past election.

v. In the event of a tie, Staff Council Governing Board will elect the position through a majority governing board vote.

**Associated with Articles IV, Section 4, Part C 1-2 and VIII, Section 2. A. 3 d.**

**Termination of a Governing Board Member due to Absence**

1. The chair of the Nominations & Elections Committee will notify in writing any board member who has been absent from three (3) board meetings in a one year period within two (2) weeks from the third meeting missed.

2. In the event a board member is removed from active status, the chair of the Nominations & Elections Committee will notify the member in writing within two (2) weeks from the last meeting missed that he/she has been moved to the bottom of the alternate list. The President will be included in this communication.

3. Either the President or the chair of the Nominations & Elections Committee will notify the first alternate of the change in his/her status as an active governing board member.

4. Board members who wish to appeal this process shall communicate in writing to the President, who will submit the appeals request at the next scheduled governing board meeting.

**Associated with Article IV, Section 4, Part C 3**

**Removing a Governing Board Member with a Vote of No Confidence**

1. The governing board member initiating the vote shall submit, in writing to the chair of the Nominations and Elections Committee, justification for the vote of no confidence.

2. The Nominations and Elections Committee shall notify the accused of the vote of no confidence.
   a. The individual shall submit a response to the accusation to the Committee in writing within seven (7) business days.
   b. The Committee shall inform the individual of the date, time, and location of the vote by the Governing Board, and give the accused the option of speaking on his/her behalf at the meeting.

3. At a regularly scheduled Governing Board meeting, the Chair of the Nominations and elections Committee shall read aloud the vote of no confidence and the response, also allowing the accused to speak if he/she wishes.

4. The Governing Board shall vote by ballot.

5. A two-thirds vote will remove the individual from the Governing Board.

**Associated with Article IV, Section 4, Part D**

**Filling a governing board vacancy without an alternate list**

1. The president shall announce the vacancy, along with category and length of term remaining, within one (1) week of being notified in writing by the governing board member leaving.

2. The nominations and elections chair(s) shall send out a call for nominations by current governing board members. Nominations will be accepted for three (3) weeks [Deadline 1]. Nominations received after the deadline will not be considered.

3. Nominees shall be contacted by email within 48 hours of the deadline with an explanation of their nomination. They will be asked to:
   a. Confirm or deny their willingness to serve
   b. Provide details regarding their status and eligibility
   c. Provide a brief explanation why they would like to serve on the Staff Council Governing Board
4. Responses from the nominees shall be returned to the nominations and elections chair(s) within two (2) weeks [Deadline 2]. Lack of response shall be considered a decline of the nomination.

5. The nominations and elections chair(s) shall present the list of accepted nominees and information to the governing board with a call for a vote.
   a. May be submitted at a Staff Council General Meeting, if the next meeting is within two (2) weeks, OR
   b. May be submitted electronically by email

6. If there are no nominations by the established deadline [1], or all nominees decline [2], the nominations and elections chair(s) shall notify the president within 24 hours.

7. The president shall submit a name for appointment to the governing board with one (1) week for a vote of acceptance.

8. The elected nominee, or the ratified appointed person, shall be notified within 48 hours of their status with the Staff Council Governing Board.

9. Those nominees that accept, but were not elected, shall comprise a new alternates list, and shall be notified of their status within 48 hours.

Associated with Article V, Section 2. Parts A & C.

Agenda and Minutes Deadlines

1. The Secretary shall present for review a written copy of the minutes to all Governing Board members within ten (10) days after a Governing Board meeting. Any revisions shall be returned to the Secretary within five (5) days.

2. The Secretary shall present for approval the revised copy of the minutes to all Governing Board members five (5) days prior to the next scheduled Governing Board meeting.

3. Agenda requests, for additional committee reporting time, shall be submitted in writing to the President by 5 pm five (5) days prior to a scheduled Governing Board meeting.

4. The President shall distribute the agenda to all Governing Board members by 5 pm four (4) days prior to a scheduled Governing Board meeting. Distribution shall be via email with committee reports included.

5. A member of the Executive Committee shall send an electronic reminder to all Governing Board members ten (10) days prior to a scheduled Governing Board meeting. The reminder will include the deadline for agenda requests and committee reports.

Associated with Article VIII, Section 2, Part 2 c

1. The Staff Appreciation Committee shall meet regarding the Staff Awards no later than the second week of June in order to determine the following:
   a. A committee member who shall collect all nomination submissions.
   b. Set the nominations submissions due date, which shall be no later than mid August.
   c. Annual revision of the nomination form, which shall include:
      i. Contact information for nominee
      ii. Contact information for nominator
      iii. Award categories and their criteria
      iv. A description of working relationship between nominator and nominee
      v. Supporting documentation of the nomination
      vi. Contact information for the collector of nominations
      vii. Deadline for submission of nominations
      viii. Clarify eligibility requirements and restrictions, i.e. only full-time staff who are not currently serving as a Staff Council Governing Board Member
   d. Set the awards selection meeting within one (1) week of the nominations due date.
   e. Formulate an advertising campaign, including submission to UMKC Announcements.

2. Advertising should begin no later than the second week of July to give ample time to advertisement.

3. Staff, faculty, and students may make nominations for Staff Awards.
4. The Selection Meeting shall be organized as follows:
   a. One (1) copy of each nomination packet, consisting of copies of all submitted nominations and documentation, shall be provided to each committee member for review.
   b. Copies shall be distributed at least 24 hours prior the Selection Meeting to allow sufficient time for review.
   c. During the meeting, each member may discuss his/her perceptions of the submissions. Emphasis will be on the nominations that document a demonstrated commitment to UMKC and its students, and of the qualities found in each of the stated categories.
5. Selected awardees must be submitted to the Special Events Office or the Chancellor’s Office, as set forth by UMKC Administration at the deadline they present to us, typically in early September.
6. The Staff Appreciation Committee, with assistance as needed from the Governing Board Officers, shall organize the Staff Awards Ceremony, to include:
   a. Determination of date, time, and location
   b. Develop a budget and advertising for the Staff Awards Ceremony
   c. Develop a menu, in accordance with University policy, with a catering company that has been selected based on affordability, quality of food and service, and variety of menu choices

Associated with Article VIII, Section 2, Part 6c

Picnic Committee Procedures for the Annual Raffle and Door Prizes

1. The Picnic Committee shall meet in late September or early November to establish the next Raffle. At this meeting, the committee will select or solicit volunteers to be the Prize Coordinator and Raffle Sales Coordinator. The Prize Coordinator and the Raffle Sales Coordinator may be the same person. If they are separate individuals, they will need to work in tandem.

2. The Prize Coordinator(s) shall be any volunteer(s) who wish to be responsible for the solicitation and collection of Raffle and Door Prizes. This includes;
   a. Solicitation of prizes by written letters based upon a database historically collected by previous Prize Coordinators, and continuously updated and edited each year.
   b. University Advancement keeps a “No Solicitation” list of contacts who do not wish to be solicited for any reason by any university entity. The Prize Coordinator(s) must always check the current database with University Advancement to ensure that there is no one in the Picnic Donor database who is on the “No Solicitation” List.
   c. Be sure the letters clearly state the dual purpose of these solicitations, and the criteria of prize pooling as follows:
      i. Prizes that are valued at $0.00 to $49.99 shall be candidates for the Door Prize Pool.
      ii. Prizes that are valued at $50.00 and up shall be candidates for the Raffle Prize Pool.

3. The Raffle Sales Coordinator(s) shall be any volunteer(s) who wish to be responsible for the selling of raffle tickets. This includes;
   a. Ensuring that money from ticket sales are collected from every sales volunteer, if any
   b. Ensuring that money from ticket sales are delivered to the Staff Council Treasurer for deposit at regular intervals
   c. Ensuring that every ticket is collected from every sales volunteer, if any
   d. Bringing the Tickets for Winners Selection at the last Picnic Committee Wrap-Up Meeting after the Picnic itself has occurred.

4. The Raffle Sales procedures may be determined by the Raffle Sales Coordinator that best suits the functionality of available manpower
   a. Tickets are priced at $1.00 per ticket or $5.00 for 6 Tickets
   b. Ticket sales are recommended to begin at least 2 months before the Picnic date
   c. Sales Volunteers may be solicited to sell tickets for the 2 months before the Picnic
5. **Raffle Eligibility or Ineligibility** shall be determined as follows and must be posted in any advertising:
   a. Winners need not be present to win, as they were selected by a paid ticket
   b. Prizes are not ranked in any hierarchy.
   c. Prizes are drawn for on an equal basis.
   d. Odds of winning are based on total ticket sales.
   e. Only UMKC Staff are eligible to win.
   f. *Any Faculty and Student Employee* that wishes to, may donate to the Raffle, but are not eligible to win.
      i. The recommended solution is for faculty or students to purchase a ticket for a staff member.
      ii. This purchase does not entitle faculty or students any claim to the prize, or a share of the prize, itself.
   g. The Only University Staff Person(s) automatically ineligible to win are those who elect to select the winners of the Raffle.

6. **Raffle Selection** will be done by random draw from the Raffle Barrel.
   a. The Selection will be held the Day after the Picnic or the next nearest Picnic Committee Debriefing.
   b. The Person who selects the Raffle Prize winners may be one of the following:
      i. The Picnic Committee Chair
      ii. The Staff Council President
      iii. The Committee Representative(s)
      iv. The Raffle Sales Coordinator

7. **Door Prize Selections** are held at regular intervals during the picnic. Frequency will be reliant upon on the number of items collected spread over the time that the Picnic is in session.
   a. Entry tickets are collected in and selected from the raffle drum randomly.
   b. Selectors are not exempt from the Random Door Prizes because no money was collected for a chance to win.
   c. Door Prize Selectors may elect to claim ineligibility in the interest of showing no favoritism to themselves
   d. The Person who selects the Door Prize winners may be one of the following:
      i. The Picnic Committee Chair
      ii. The Staff Council President
      iii. The Committee Representative(s)