

Appendices and Procedures

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Rules for Use

This document is maintained by the Finance and Administration Staff Representative Group (FASRG) for use in tandem with the FASRG’s Bylaws. Changes to any aspect of this document must be recorded promptly in the FASRG Change Log – Appendices and Procedures and announced to the FASRG’s executive committee via email. These changes will be conveyed to the Group as an informational item by the Parliamentarian.

Appendices

Table 1: Apportionment (using July 2024 census data)

Area	Number of Staff	Number of Representatives
Office of University Architects for Facilities Planning	31	1
Auxiliary Services	527	11
Environmental Safety Division	22	1
Facilities Management Division	793	16
Finance Division	196	4
Human Resources	91	2
University Police	109	2
Office of Emergency Preparedness	8	1
Office of the VP for Finance & Administration	5	1

Table 2: Calendar

Month	Action
January	
February	
March	An announcement will be made at the March meeting that nominations for officers will be accepted and voted on in May.
April	
May	Officers of the F&ASRG are elected during the May meeting. At-Large members are voted on after the Officers. The F&ASRG Chair will report to the UGA Staff Council Coordinator the names of the serving as F&A council members for the one (1) year term.
June	
July	F&ASRG begins fiscal year session. F&ASRG officers for fiscal year begin term of service.
August	
September	
October	
November	
December	No F&ASRG meeting