



## CIVIL SERVICE COUNCIL BY-LAWS

### ARTICLE I

#### MEETINGS

1. The Council shall meet at least once each month. Regular Council Meetings will be held every second Wednesday of each month, unless ordered by the Council.
2. Special Meetings may be called at the discretion of the President or upon written request of no less than four (4) Council members.
3. Written notification and agenda of any Council meeting shall be sent to each member of the Council prior to the meeting, except in the case of any emergency meeting.
4. Unless otherwise specified in the Constitution or By-Laws, a quorum for meeting of the Council and its committees shall be a majority of the respective body's total members. Whenever voting is required, determination shall be by majority of the members present at the meeting, except as otherwise provided specifically within the Constitution and By-Laws.

### ARTICLE II

#### OFFICERS AND DUTIES

1. It shall be the duty of the President to uphold the Constitution and By-Laws of the Civil Service Council. The President shall also be familiar with Robert's Rules of Order and shall follow parliamentary procedure as outlined in this authority for those areas which are not directly addressed by the Constitution and By-Laws or should any ambiguity exist within this document.

The President shall also be required to:

- A. Call and preside at all regular and special Council meetings and Civil Service Assemblies.
  - B. Act as Fiscal Agent for the Council.
  - C. Be responsible for administrative duties and correspondence, as needed.
  - D. Be responsible to maintain Archives of the Council in the designated storage cabinet(s) which will reside with presiding President.
2. It will be the duty of the Vice-President to:
    - A. Assume the duties of the President in his/her absence.
  3. It will be the duty of the Secretary to:

- A. Schedule monthly meeting location and notify the membership of said location.
- B. Handle all official Council correspondence
- C. Record all proceedings of the Council at meetings. This record will be called the Minutes and shall be distributed to Council membership for approval and acceptance at the next regular meeting.
- D. Call a Council Meeting to order, in the event of the absence of both the President and the Vice-President. The Secretary shall then call for a selection of a president Pro-Tem who will preside over the meeting.

### ARTICLE III

#### COUNCIL COMMITTEES

1. Council Committees shall consist of the following:
  - A. Appointment Committee, which will establish and maintain a register of Civil Service Employees whom are interested in being appointed to Council and/or University committees.
  - B. Grievance Advisory Committee will be comprised of entire Civil Service Council membership
    - 1) Members will be familiar with the University's Grievance Procedures, affecting Civil Service Employees;
    - 2) Provide assistance in an advisory capacity to Civil Service employees who request counsel.
  - C. Information/Data Committee will work through various media to disseminate information to the University community on the activities of the Council and on the concerns and contributions of Civil Service.
  - D. Helping Hand Committee will develop and maintain a program that will lend assistance to university employees in the time of need.
  - E. New Employee Orientation Committee will develop and maintain a program, in collaboration with the Office of Human Resources that will disseminate useful and pertinent information to new Civil Service employees.
  - F. Human Resources Liaison Committee will collaborate with the Office of Human Resources on all non-negotiated issues affecting Civil Service Employees.
  - G. Ad Hoc Committees:
    - 1) Ad Hoc Committees may be established by the Council as the need arises, to carry out a specified task. At the completion of the task, the Ad Hoc Committee will disband until such time need is again evident.
    - 2) Election Committee will convene on a yearly basis and follow election procedure guidelines as adopted by the Council and as outlined in Article V, Election Procedures, and Civil Service Council By-Laws.
    - 3) Special Events Committee will:
      - a) Plan and arrange social activities or special events approved by the Council.

- b) Work with Civil Service Standing Committee chairs in making arrangements for Council sponsored or University sponsored events.
  - 4) Constitution and By-Laws Committee will be responsible for Review of the Constitution and By-Laws and will submit Recommended changes to the Council for approval.
2. Chairs of the Council Committees must be members of the Council.
3. Non-council membership on Council Committees shall be approved by a simple majority vote of the Council
4. Council Committee Chairs shall be appointed either by the President or through self-nomination at the July meeting, to serve for one (1) Council year.
5. Council Committee members may be removed by the Chair for the Committee for non-performance of assigned duties or for non-attendance at committee meetings.
6. University Committees:

The Council will participate on shared governance as outlined in the Board of Trustees Bylaws, Governing Policies and Regulations.

  - A. Appointees to University Committees will report on committee activities at each Council Meeting.
  - B. Appointee's term of office will comply with Bylaws of the specific University Committee.
  - C. Civil Service employees may volunteer or may be nominated by Committee Chair for membership on Ad Hoc Committees. Council Members will have priority to serve over non-members.

## ARTICLE IV

### ELECTION PROCEDURE

1. Each year, on behalf of the Council, membership will be elected for a two-year term. The Election shall be held in June of each year. Newly elected members will be seated at the July meeting.
2. Nomination and election of Civil Service Council Members will follow these procedures:
  - A. Self-Nomination forms will be distributed to all Civil Service Employees.
  - B. The Self-Nomination form will state the number of seats to be filled and shall include provisions for the signature of the candidate, endorsement signatures of Civil Service employees (required number of endorsements will be five) and the candidates immediate supervisor.
  - C. No Civil Service employee may endorse more than one candidate on the self-nomination form. No candidate may endorse another candidate's self-nomination form.
  - D. The Chair of the Election Committee at each university site will be responsible for receipt of all self-nomination forms and for creating the slate of candidates vying for election. The Chair will also prepare ballots

to be used for the election and will secure day, time, and location for the election process.

- E. A two-envelope system will be used for absentee voting only and must be in the hands of the Election Chair five days prior to Election Day.
- F. The Election Committee will be responsible to verify eligibility of voter to cast a ballot, to distribute a ballot to the qualified voter and to tabulate and verify election results. These results will be communicated to the presiding President of the Civil Service Council no later than 2 days after the election is held. The President will notify the Council Members of the election results and will publish these results to the general population.

## ARTICLE V

### PARLIAMENTARY PROCEDURES

In the absence of provision in this Constitution or in the By-Laws, Robert's Rules of Order, latest Edition will be the parliamentary authority.

*This document voted upon and accepted by Council August 14, 2002*