

**NORTHEASTERN ILLINOIS UNIVERSITY  
CIVIL SERVICE COUNCIL  
CONSTITUTION**

**ARTICLE I  
NAME**

The name of the organization shall be Northeastern Illinois University Civil Service Council, hereafter referred to as Council.

**ARTICLE II  
PURPOSE**

The Council shall be an elected governance body of Civil Service Employees at Northeastern Illinois University and shall make recommendations to the Vice-President, Finance and Administration.

The Council shall:

1. Establish effective channels of communication between the Council and all Civil Service Employees.
2. Discuss, advise, and make recommendations to the administration of Northeastern Illinois University on issues pertaining to the welfare of all civil Service employees except on issues that are within the scope of a ratified civil service union agreement or collective bargaining.
3. Address all matters that solely affect non-negotiated employees and shall make recommendations to the Vice-President, Finance and Administration.
4. Appoint representatives for a one-year term to all committees established by the Council.
5. Recommend or appoint, as appropriate, representatives to all University-established committees on which Civil Service Staff is represented.

**ARTICLE III  
MEMBERSHIP**

1. The Council shall consist of eleven (11) members with no distinction of members as either negotiated or non-negotiated status employees. Each member will be elected at large by and from Civil Service Employees.
2. All Civil Service Employees shall be eligible for election to the Council.
3. The term of membership shall be for a two-year period, but not limited to one term. The Council Year shall run July 1 through June 30.
4. A Vacancy shall exist when a member resigns from the Council, terminates University employment or changes status from Civil Service to any other employment category.
5. The Council, by a majority vote of members present, will declare that a member has vacated his/her Council membership with four (4) non-communicated absences by a member, during the Council Year. If unable to attend a regularly scheduled meeting, the member must communicate the absence to the President of the Council prior to the meeting, In the case of illness, causing non-attendance at a meeting, communication should be made when the member returns to campus.
6. The runner-up candidates with the highest number of votes from the last election shall fill vacancies. In the case of no runner-up candidates, appeal to the membership at large for self-nomination will be made. The vacancy will be filled by vote of the Council at the next regularly scheduled meeting. A two-thirds approval by Council Member present at the meeting will be required for the self-nominated candidate.

**ARTICLE IV  
OFFICERS**

1. **The officers of the Council shall be the President, Vice-President, and Secretary, hereinafter referred to as the Executive Committee. These officers shall perform the duties prescribed by this Constitution and By-Laws, as well as by the parliamentary authority adopted by the Council, Robert's Rules of Order, latest edition.**
2. **The Executive Committee shall be elected by and from the membership of the Council.**
3. **A member must have served on the Council for one year immediately preceding the current Executive Committee election, in order to be eligible for the office of the President or Vice-President.**
4. **The term of office for each member of the Executive Committee shall be one Council year. Officers may succeed themselves for the duration of their Council Membership.**
5. **The election of the Executive Committee will be held after the seating of the newly elected Council Members, at the July Council Meeting, following the yearly General Election in June. A majority vote of Council Members present is required for election to any Council office.**
6. **The outgoing President will convene the July Council Meeting and will preside until a new President is elected.**
7. **In the event that the office of President becomes vacant, the Vice-President will fill the position. An election by and for the Council to fill the seat of Vice-President will be held at the next regularly scheduled meeting, following notification of the vacancy. In the event that the office of Secretary becomes vacant, an election by and for the Council will be held at the next regularly scheduled meeting, following the notification of vacancy.**
8. **Any officer may be removed from office by a two-thirds vote of the Council membership. Robert's Rules of Order will be the procedural authority followed during this process.**

**ARTICLE V  
AMENDMENTS**

**Any Council Member may propose an amendment to the Constitution or By-Laws by presenting the proposal in writing at any regular meeting of the Council. The proposed amendment will be voted upon at the next regular Council Meeting and must receive a two-thirds vote of the Council membership for adoption. amendments to the Constitution approved by the Council will be forwarded to the University President for approval.**