**NEIU ADMINISTRATIVE AND PROFESSIONAL COUNCIL**

**BYLAWS**

**COUNCIL PURPOSE**

The purpose of the Administrative and Professional Council (A&P Council) shall be to act as a liaison between Level II and Level V employees and the President of the University on issues which universally affect Level II through Level V employees.

**COUNCIL MEMBERSHIP**

The A&P Council shall be composed of seven members elected from the constituency, with no more than one member from Level II. The members who get the most votes are elected to the council. Each term shall be three years. The first election under these bylaws will take place in Fall 2000 with members taking office immediately. Thereafter, elections will be held during the Spring Semester with members taking office the following Fall semester. The first Spring election will be held in Spring 2002. The terms of representatives on the Council will expire on an annual, rotating basis, creating two or three open positions each year, in order to maintain continuity of representation on the Council. Nominations for membership on the Council will be called for via nominating ballots prior to the election.

**COUNCIL MEMBERSHIP VACANCIES**

If there is a vacancy of a council member because of a layoff or resignation or change in status of the employee, the council will vote to either appoint another A&P member that had run in a previous election or hold a special election.  In the event that more than two vacancies exist outside of a normal election period, then a special election must be held to fill the vacancies.

**COUNCIL OFFICERS**

Following each election, at the first meeting that includes newly-elected members, an Incoming Chair will be selected by a simple majority vote among the seven elected members. The Chair will spend their first year on the council shadowing the current Chair, their second year as Acting Chair, and their third year as Outgoing Chair. The council will then designate a member to be Secretary.

**COUNCIL MEETINGS**

A quorum for a Council meeting shall be a minimum of 50% of Council members plus one. Decisions of the Council shall be by simple majority of those present. Members of the council may attend meetings via telephone or video call and be considered present.

**CONSTITUENCY MEETINGS**

The Chair of the Council shall call a meeting of the entire Constituency twice a year, once during the Fall Semester and once during the Spring semester. Agenda items should include the following: 1. Report on the activities of the Council during the previous semester. 2. Discuss issues brought by the Constituency. 3. Future items for consideration (e.g., upcoming elections). Decisions of the Constituency shall be by simple majority vote of those present.

**AMENDMENTS**

Amendments to these bylaws may be initiated by Constituents or by action of the Council. The Council, upon simple majority vote of approval, will then submit such amendment to the full Constituency for approval. Approval of an amendment requires a simple majority of those constituents voting on the amendment.

**APPROVAL OF BYLAWS**

These bylaws, as written on 3 April 2000, and amended 7 October 2011, 20 November 2012, and 10 July, 2017, are effective after votes of approval by a simple majority of the constituents voting.