

# **Civil Service Council Constitution**

## **Article I – Name**

The name of the organization shall be the Civil Service Council of Illinois State University.

## **Article II - Governance Role**

The purpose of the Civil Service Council of Illinois State University shall be:

- 1) To provide a means of effective communication for the exchange of ideas and information between the civil service staff and its employee groups and the Director of Human Resources, the President, the Academic Senate, the Board of Trustees, and other appropriate bodies;
- 2) To represent the civil service employees to University administration and to advise the administration in the formation and implementation of policies and procedures relating to civil service employees;
- 3) To study and make recommendations regarding campus conditions of employment, problems, or needs, either at the request of the University administration, at the request of civil service employees, or upon its own initiative.

## **Article III – Objectives**

The objectives of the Council shall be:

- A. To advise the University administration on issues of concern to Civil Service employees, including the following:
  1. University policies and procedures.
  2. Economic well being.
  3. Conditions of employment.
  4. Other matters as deemed appropriate.
- B. To advise the Merit Board through the elected representative to the Employees Advisory Committee on matters of concern to Civil Service employees.
- C. To advise the State Universities Retirement System through the representative to the Advisory Board on matters of concern to Civil Service employees.
- D. To provide a means of effective communication between Civil Service employees and the administration, other University governance bodies, and the Board of Trustees.
- E. To advise other groups on matters of concern to Civil Service employees.
- F. To study and make recommendations regarding pertinent town initiatives to the Director of Human Resources, the Provost, the President, the University Civil Service Advisory Committee to the Merit Board, and the Advisory Committee to the State Universities Retirement System.

## **Article IV - Membership, Representation, and Term of Office**

### **Section 1 – Membership**

- A. Any Civil Service employee in a status position, not holding ex-officio status on the Council, who has successfully completed his/her initial probationary period, shall be eligible for election to membership on the Civil Service Council. "Initial probationary period" shall be defined as the first six months of employment at the University and does not include probationary periods connected with upgrades and promotions.
- B. Elective membership on the Civil Service Council shall be based on constituency groups as outlined in the bylaws.
- C. Membership on the Council shall also include the following ex-officio members, who shall serve without vote: the elected representative to the Employees Advisory Committee (EAC) to the Merit Board; the representative appointed by the Council to the Campus Communication Committee; the representative appointed by the University President to the SURS Members Advisory Committee (SURSMAC); and a designated representative from the Human Resources Office.

### **Section 2 - Representation and Term of Office (for elected Civil Service members)**

- A. Membership of the Council shall be elected on a rotating basis as outlined in the bylaws.
- B. The term of office shall be three years.
- C. Council members may serve continuously for no more than two complete consecutive terms.
- D. In the event there is a need for a replacement of a member on the Council, the new Council members will be determined to be:
  - 1. The person in the constituency group requiring a replacement receiving the next highest vote in the preceding election (general or special).
  - 2. If no runner-up is available, or if the runner-up declines to serve and the term of office is greater than one year, a special election will be held for that constituency group in accordance with procedures established by the Election Committee.
  - 3. If the term of office to be filled is less than one year, the Council shall appoint the new Council member from the constituency group.
  - 4. In all cases, the Council member seated will serve for the remainder of the unfulfilled term of office.
- E. To ensure adequate representation of all Civil Service employee groups, a Council member who has more than six absences within a Council year will be replaced as provided for in Article IV, Section 2, D, of the Civil Service Council Constitution. Exceptions may be waived by vote of a majority of Council members.

### **Section 3 - Representation and Term of Office for Ex-Officio members**

- A. Employee Advisory Committee – The representative from Illinois State University shall be elected in accordance with provisions of the State Universities Civil Service System Statute and Rules, Section 36C, page 1.

- B. The Civil Service Council will appoint a Civil Service representative for a term of two years to serve on the Campus Communication Committee.
- C. SURS Members Advisory Committee (SURSMAC) – A nonacademic representative shall be appointed by the President of the University and shall serve at his/her direction.
- D. Human Resources – A representative from the Office of Human Resources shall be designated by the Director of Human Resources and shall serve at his/her direction.
- E. Immediate Past Chair – If the elected term of the Immediate Past Chair of the Council has ended, that representative shall be asked to continue serving on the Council for one addition year in an advisory capacity.

#### **Article V - Council Year**

The Council year shall be from July 1 through June 30.

#### **Article VI - Nomination and Election**

##### **Section 1 - Voting Eligibility**

All Civil Service employees in a status position shall have the right to vote for Council members.

- A. Nominations and elections shall be supervised by an Election Committee appointed by the Civil Service Council Chairperson with advice and consent of the Council.
- B. Official ballots for each constituency group shall be prepared, distributed, and supervised by the Election Committee.

##### **Section 2 - Nomination and Election**

Nominations and elections shall be conducted according to procedures specified in the Council bylaws.

#### **Article VII – Organization**

##### **Section 1 - Seating of New Council Members**

The newly elected Council members will be seated at the first regular meeting of the new Council year.

##### **Section 2 – Officers**

The officers of the council shall be the Chairperson, Vice-Chairperson, Secretary, and Treasurer. These officers shall constitute the Executive Committee of the Council, along with the immediate past Chair who serves as an ex-officio member.

##### **Section 3 - Election of Officers**

- A. The officers shall be elected at the first regular meeting of the new Council year.
- B. Newly elected officers shall take office immediately following the election of officers.

- C. The right of nomination and election of new officers shall reside with the newly elected and retained Council members.

#### **Section 4 - Filling a Vacancy of Office**

In case of vacancy of office, the members of the Council shall elect a replacement from their own membership. The person elected to office shall serve until the next election of officers is held.

#### **Article VIII – Committees**

- A. There shall be standing committees and special committees as the need arises.
- B. The Chairperson of the Council shall appoint the chairpersons and members of the committees with the advice of the council.
- C. Chairpersons shall be selected from among Council members.
- F. Committee members may be appointed from all Civil Service employees in a status position who have successfully completed their initial probationary period.
- G. Membership on standing committees shall be served during the Council year.

#### **Article IX - Meetings of Civil Service Employees**

Meetings of the entire Civil Service staff may be held at such time and place as deemed necessary or appropriate by the Civil Service Council. Special meetings may be called upon petition signed by at least ten (10) Civil Service employees in status positions and presented to the Chair of the Civil Service Council.

#### **Article X – Amendment**

Any member of the Council may propose an amendment to the Constitution by presenting it in writing at any regular meeting of the Council. The amendment may be voted upon at the next regular meeting or at any succeeding meeting and shall be prepared for ratification if approved by two-thirds of the membership of the Council.

University Civil Service employees may propose amendments to the Constitution by presenting, in writing to the Council, a petition bearing the signatures of 10% of all Civil Service employees in a status position who have successfully completed their initial probationary period as of the date of filing. It is then the duty of the Council to consider this amendment for presentation to qualified Civil Service employees. Voting on proposed amendments will be in accordance with rules set by the standing Election Committee.

#### **Article XI – Ratification**

All approved amendments shall be presented to all Civil Service employees in a status position who have successfully completed their initial probationary period for ratification. An amendment shall be considered ratified if it receives a majority vote of those voting, provided that the amendment has been distributed to all Civil Service employees in a status position who have completed six months of continuous service at least 15 days prior to the balloting.

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