

Illinois State University
Civil Service Council
By-laws

Article I - Council Year

The Council year will be from July 1 to June 30.

Article II - Meetings

Section 1 – Regular Meetings

Regular meetings of the Council will be held on the first and third Tuesdays of each month. This date may be changed by the Chairperson with advice and consent of the Council.

Section 2 – Special Meetings

Special meetings may be called by the Chairperson of the Council or upon request of a quorum of members of the Council.

Section 3 - Quorum

A majority of the Council members will constitute a quorum.

Article III - Responsibilities of the Officers and Members

Section 1 – Executive Committee

The Executive committee will consist of the Chairperson, the Vice-Chairperson, the Secretary, and the Treasurer.

Section 2 - Chairperson

- A. The Chairperson presides at all meetings. An agenda will be distributed a minimum of two (2) working days prior to each regular Council meeting.
- B. The Chairperson speaks for the Council, which enforces regulations and policies relating to the administration of the Council.
- C. The Chairperson will call special meetings of the Council when deemed necessary.
- D. The Chairperson will, with the advice of the Council, appoint committees and their chairpersons as deemed necessary.
- E. On behalf of the Executive Committee the Chairperson has the authority to request an audit of the books as deemed necessary.
- F. The Chairperson represents Civil Service employees by serving on the Campus Communications Committee and any other committees that require Chairperson representation.
- G. The Chairperson may serve as the Civil Service representative to the Academic Senate unless the Chairperson, with consent of the Council, appoints another Council member to serve in his/her place.
- H. The Chairperson will meet on a regular basis with the University President to discuss issues relevant to civil service employees.

Section 3 - Vice-Chairperson

- A. The Vice-Chairperson will be prepared to perform all duties of the Chairperson in the Chairperson's absence.

- B. The Vice-Chairperson will oversee the newsletter, *OpenLine*.
- C. The Vice-Chairperson will perform such other duties as deemed necessary by the Chairperson.

Section 4 – Secretary

- A. The Secretary will prepare and distribute minutes of all the regular meetings of the Council. A draft of previous meeting minutes should be distributed at least three (3) business days prior to the next regularly scheduled Council meeting.
- B. The Secretary will enter all resolutions and proceedings in the permanent record.
- C. The Secretary may conduct all written correspondence relating to the Council.
- D. The Secretary will issue all meeting notices and keep attendance.
- E. The Secretary will prepare and post minutes of all regular meetings on the Civil Service Council web site.
- F. The Secretary will act as Chair in the absence of the Chairperson and Vice-Chairperson.

Section 5 – Treasurer

- A. The Treasurer will provide a written financial report quarterly, typically at the first Council meeting of the next fiscal quarter, and additional reports at the request of the Chair or the Council.
- B. The Treasurer will pay all authorized obligations as they come due.
- C. The Treasurer will act as Chair in the absence of the Chairperson, Vice-Chairperson and Secretary.
- D. The Treasurer will prepare the Foundation Scholarship reporting form and forward to fiscal agent for signature.

Section 6 – Fiscal Agent

- A. The Associate Vice President, Human Resources will be the fiscal agent.
- B. The Fiscal Agent will sign the Foundation Scholarship reporting form and forward same to the Scholarship Resource Office in Financial Aid for payment.

Section 7 – Assistant(s) to the Chair

- A. Assistant(s) to the chair may be appointed by the Chairperson to assist him/her in Council functions that are not confidential in nature.
- B. The Assistant(s) to the Chair will, upon direction of the Chairperson, handle special projects for the Council and perform duties as deemed necessary by the Chairperson, provided there is not an assigned/designed committee for said special projects.
- C. Assistant(s) to the Chair may be non-Council members or Council members not currently serving as an officer.

Section 8 - Elected Members

- A. Members are responsible for attending meetings in accordance with the Civil Service Council constitution.
- B. For purposes of assessing the potential of a quorum, Council members will notify a member of the Executive Committee if they will be absent from a meeting. Such absences will be recorded in the Council minutes.
- C. All members are expected to actively participate in Council committees and Council activities throughout the year.

Section 9 – Removal of Officers and Council Members

Any member of the Council may be removed from office or removed from the Council for cause as determined by the Council.

- A. A member may be removed from office by a two-thirds (2/3) vote of the entire Council membership at a regularly scheduled or special meeting.
- B. A member may be removed from the Council by a four-fifths (4/5) vote of the entire Council membership at a regularly scheduled or special meeting.

Section 10 – Vacancies of Executive Committee

In the event of a vacancy in an officer position, the members of the Council will fill such vacancy by an election held at any regular meeting. Each Council member will receive prior written notice of the election to be held.

Article IV – Representation

Section 1 - Constituency Groups

Membership of the Civil Service Council will be based on the following constituency groups.

- Group I
- Group II
- Group III
- Group IV
- Group V

Section 2 - Change of Constituency Group

If a Council member's Civil Service appointment changes to another constituency group during his/her term of office due to reclassification, transfer, or promotion, that Council member's status on the Council will remain unchanged.

Section 3 – Terms

Council members will serve staggered, three-year terms. Five members will be selected annually to serve three-year terms.

Article V - Nomination and Election

Section 1- Nomination

- A. By mid-March of each year the Election Committee will electronically distribute to qualified voters the official nomination ballot.
- B. Civil Service staff will nominate themselves or others from their group to represent their group.
- C. The actual nominee will provide brief written responses telling something about themselves, and why he/she would be a good Council member along with his/her signature. This information will appear on the electronic ballot. Participation in shared governance is recognized as service to the University.
- D. The Election Committee will review the nomination ballots for completeness. Only complete (i.e., required information and nominee's signature) nomination ballots will be considered as valid nomination ballots. All determinations by the Election Committee will be final.
- E. If nominations for a group requiring a seat replacement are not received, the Elections Committee will contact the outgoing Council member to see if s/he

would be willing to serve an additional one-year term. If the outgoing member agrees to serve one additional year, in the subsequent year the regular election will include candidate for both a two-year term as well as a three-year term. The assignment of those seats will be determined by lot. If the outgoing Council member declines to serve one additional year, appropriate measures will be taken in accordance with procedures established by the Election Committee.

Section 2 – Elections

- A. By mid-May, election ballots will be electronically distributed to all Civil Service staff, information on the candidates and instructions will be available on the Civil Service web site.
- B. The election of Council members will be by secret ballot.
- C. Each eligible voter may cast only one election ballot.
- D. Write-in candidates on the election ballot will not be allowed.
- E. The Election Committee will certify the tabulated election results.
- F. An official record of election ballots cast will be retained by the Council for a minimum of three years.
- G. In case of a tie, the new representative for a Council seat will be determined by lot.
- H. All persons listed on the election ballot will be notified of the election results by letter sent from the Election Committee.
- I. All constituency groups will be notified of the newly elected Council members in the next *OpenLine* and on the Civil Service web site.

Section 3 - General Regulations

- A. The chair of the Election Committee will not be an individual who is actively seeking a Council seat. Election of members to the Civil Service Council is on a nonpartisan basis.
- B. University policy prohibits the distribution of campaign materials through the campus mail.
- C. Candidates may appeal in writing the results of the election within five working days of the date of the notification letter sent by the Election Committee. The appeal should be submitted to the Election Committee.
- D. The Election Committee will act upon any appeal within five working days of receipt of such appeal. The appeal and the decision will be reported at the next regularly scheduled Council meeting.
- E. Should the appeal pertain to the Election Committee, it will be acted upon by the Executive Board. If a member of the Election Committee is also a member of the Executive Board, that person will not participate in the discussion.
- F. Should an election situation arise not specifically covered in the by-laws, appropriate measures will be taken in accordance with procedures established by the Election Committee. All determinations by the Election Committee will be final.

Section 4 - Seating of the New Council Members

- A. The newly-elected Council members will be invited to attend the last meeting in June as an introduction.
- B. The newly-elected Council members will be seated at the first regular meeting of the new Council year in July. At that meeting they will receive a copy of the Civil Service Council Constitution and By-laws.
- C. The election of officers will be held following the seating of the new members.

Section 5 - Election of Officers

- A. At the first regular Council meeting of the year in July the chair from the previous year will preside over the seating of new Council members and the election of the Chairperson
- B. The newly elected Chairperson will preside over the election of the Vice-Chairperson, Secretary, and Treasurer.
- C. In the event two or more people are nominated for a position, the voting will be done by secret ballot.

Article VI – Retiree, Service and Other Awards

The Council periodically reviews and updates policies and procedures for Distinguished Service Awards and Esprit de Corp Awards, as well as any other awards the Council deems appropriate.

Article VII - Committee System

- A. The Council will create standing and special committees/representation as it deems necessary or appropriate, including, but not limited to:

Internal Committees	Representative(s) for External Committees
Awards (Service Awards)	Academic Senate (Chair or appointee)
Activities (Sponsored by the Council)	Campus Communication (1)
Review of Governing Documents	Children’s Holiday Party (1 or 2)
Elections	Employee Advisory Committee (1)
Legislative/Marketing	Illinois State University Foundation (1)
Listserv Manager(s)	Parking and Transportation Advisory (2)
Scholarships	Sick Leave Bank Appeals (1)
Web Master	SURSMAC (1)
	Team Excellence Committee (2)

- B. Chairpersons/representatives of committees will report the activities of their respective meetings at the next regular Council meeting.

Article VIII – Amendments

- A. Any member of the Council may propose an amendment to the by-laws by presenting it to the entire Council at a regular meeting. The member will provide written copies of the proposal to all Council members.
- B. The amendment may be voted upon at the next regular meeting or any succeeding meeting of the Council.
- C. The amendment will be adopted if approved by two-thirds (2/3) of the membership of the Council.

Article IX – Referendum

- A. Any matter of concern to the Civil Service employees may be subject to referendum upon presentation of a petition signed by ten percent (10%) of the all Civil Service employees in status positions.
- B. A request for a referendum will be submitted in writing to the Chairperson of the Council, who will present the petition to the full Council at the next regular Council meeting.

- C. The Council may also initiate a referendum by a majority vote of the Council members.
- D. The Council will conduct the referendum by ballots distributed to Civil Service employees in status positions within sixty (60) days after the Council meeting at which the petition was presented.
- E. The results of the referendum and the recommendation of the Council will be forwarded by the Council to the President of the University.

Article X - Parliamentary Authority

The rules contained in Roberts Rules of Order will govern this Council in all cases to which they are applicable and in which they are not inconsistent with the By-laws or constitution of the Council.

Article XI – Review of Governing Documents

A review committee appointed by the Executive Committee of the Council will be established every three years to review these By-Laws. A review of the Council Constitution may be requested as deemed necessary. The review committee may consist of Council members, ex-officio members of the Council, and non-Council members of the civil service staff. The committee will be chaired by a Council member.

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