

UNIVERSITY OF ILLINOIS STAFF ADVISORY COUNCIL, URBANA- CHAMPAIGN

CONSTITUTION AND BYLAWS

Adopted April 1956

Amended February and March 1957, September 1961, May and November 1963, December 1965, October 1969, April 1970, 1975, 1981, and June 1985, November 1991, December 1993, June 1995, November 2009.

CONSTITUTION

Article I

NAME

- Section 1. The name of this organization shall be the UNIVERSITY OF ILLINOIS STAFF ADVISORY COUNCIL, URBANA – CHAMPAIGN.
- Section 2. This organization shall be limited to the Urbana - Champaign Campus of the University of Illinois.

Article II

RESPONSIBILITIES

- Section 1. The responsibilities of the organization shall be:
- a. To work in an advisory capacity with the Associate Provost for Human Resources on the Urbana-Champaign Campus in identifying and solving problems relating to all civil service employees.
 - b. To provide a medium for the passing of ideas and information between employees, employee groups and the Associate Provost for Human Resources, the Provost, and the Chancellor, Urbana-Champaign campus.

Article III

MEMBERSHIPS AND QUALIFICATIONS

- Section 1. Any permanent full-time civil service employee shall be eligible for membership on the University of Illinois Staff Advisory Council.

Section 2. Membership of the full Council shall be composed of the eight elected employee representatives as specified in Article IV, Section 2, plus special group representatives.

Article IV

ELECTED COUNCIL REPRESENTATIVES

- Section 1. Elected Representation on the Council shall be based upon employee groups according to the following current Equal Employment Opportunity (EEO) codes: EEO Codes 1 and 3 – Executive, Administrative and Managerial, and Professional Non-Faculty; EEO Code 5 – Clerical and Secretarial; EEO Code 4 – Technical and Paraprofessional; EEO Code 6 – Skilled Crafts; and EEO Code 7 – Service/Maintenance.
- Section 2. There shall be eight elected employee representatives from the following employee groups: one (1) from EEO Codes 1 and 3 (Executive, Administrative, and Managerial, and Professional Non-Faculty); three (3) from EEO Code 5 (Clerical and Office Support); one (1) from EEO Code 4 (Technical and Paraprofessional); one (1) from EEO Code 6 (Skilled Crafts); and two (2) from EEO Code 7 (Service/Maintenance).
- Section 3. Members elected from the EEO employee groups shall comprise the Executive Board of the Council.
- Section 4. Any elected member who is absent from three consecutive regular meetings of the Council without notifying, in advance, one of the officers and without having a valid excuse, as determined by the Executive Board, is automatically dropped from membership on the Council. A replacement will be appointed according to the BYLAWS, Article II, Section 17.

Article V

SPECIAL COUNCIL REPRESENTATIVES

- Section 1. There shall be representatives from special groups as voted by the Executive Board. The Executive Board shall review in May of each year the special groups to be represented on the Council for the next council year. Decisions about additions and deletions may be made at that time.
- Section 2. If a special group representative is absent from three consecutive meetings without notifying, in advance, one of the officers and without a valid reason, the group will be requested to name a replacement. If a replacement cannot be appointed, that group representation may be suspended.

Article VI

OFFICERS

- Section 1. The officers of the Council shall be: President, Vice President, and Secretary.
- Section 2. The Officers of the Council shall be elected from the eight elected employee representatives. The election will be by vote of elected members.

Article VII

ELECTION OF OFFICERS

- Section 1. A ballot shall be prepared at the June Executive Board meeting of the Council. Names shall be placed on the ballot as a result of nomination by the voting members. Officers shall be elected by secret ballot at the meeting and a simple majority shall determine each winner. The President shall be elected first, followed by the Vice President and Secretary. The Associate Provost for Human Resources (or his/her designee) shall preside at the election and all elected members present shall cast a ballot. In the case of a tie, another vote will be taken after discussion. Should a tie still exist, the Associate Provost for Human Resources will draw for the winner.
- Section 2. In case of vacancy of office, the Executive Board of the Council shall elect a replacement from the elected members of the Council. The presiding officer shall notify the Council of the reason for the vacancy in office and shall cause the position to be filled by election at the next Executive Board meeting. Election shall be secret ballot as outlined in Article VII, Section 1 above. The person so elected to office will serve until the annual election of officers is held at the June Executive Board meeting.
- Section 3. Term of office shall be (1) year. There shall be no limit on the number of consecutive terms an officer may serve.

Article VIII

AMENDMENTS

- Section 1. Any member of the Council may propose an amendment to the Constitution and Bylaws of the Council by presenting it in writing at any regular meeting of the Council. The proposed amendment shall be submitted to the President of the Council who shall assume the responsibility of informing all members of the Council of the proposed change. The amendment shall be placed upon the agenda of the next meeting of the Executive Board, and shall be adopted, if approved by a majority of the Executive Board.

BYLAWS

Article I

COUNCIL YEAR

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

Article II

NOMINATION AND ELECTION OF THE EIGHT ELECTED EMPLOYEE REPRESENTATIVES

Election

- Section 1. An annual election for membership on the Council will be held during the month of May.
- Section 2. The Vice President of the Council will be responsible for conducting the election within the framework of the provisions outlined in the following paragraphs. The Vice President will prepare an outline of the specific procedures and dates for the conduct of the election and will submit said outline to the Council for its consideration and approval at or before the April regular meeting. In the event that the election encompasses the position held by the Vice President, the President shall appoint an Executive Board member to conduct the election.
- Section 3. An election committee of the Vice President plus three (3) Staff Advisory Council members shall be appointed prior to the March meeting to assist Staff Human Resources with election-related activities as necessary. The Vice President shall serve as the chair of the election committee.
- Section 4. All employees eligible to vote will be notified of the election at least fourteen (14) calendar days prior to the date for picking up petitions.
- Section 5. All eligible employees will be given the opportunity to petition for candidacy to represent their group on the Council. Candidates must be members of the EEO group they will represent if elected.
- Section 6. Petitions may be picked up in person by the potential candidate or downloaded from the Staff Human Resources website. Exceptions to this must be approved by the Executive Board of the Council. Candidates must obtain twenty-five (25) signatures from employees in the candidate's same EEO code. Petitions must be returned to Staff Human Resources by the candidate by 7 (seven) calendar days prior to the election.
- Section 7. Candidates for election will receive an information packet from the Council containing a copy of the Council Bylaws and other information as determined by the Executive Board. Members of the election committee created in Section 3 will also meet with candidates prior to the election to explain duties and expectations.

- Section 8. The following are campus procedures to be followed by any candidate for a position on the Staff Advisory Council. Violation of any of these rules may be grounds for sanctions.
- a. A candidate may be authorized to use not more than two hours as an approved event, University operations permitting and subject to prior approval by the supervisor, to publicize his/her candidacy (e.g., post or distribute fliers).
 - b. Campaigning shall be done only by civil service employees. No on or off campus group(s) may participate in the election in any manner. Evidence of such participation shall constitute sufficient cause for disqualification of any candidate.
 - c. University bulletin boards may be used to publicize candidacy in accordance with regulations issued by the Office of Facility Planning and Management.
 - d. A candidate may not use University services, supplies or facilities, including electronic communication (e.g., electronic mail or facsimile machines) to publicize his/her candidacy or for campaign purposes.
 - e. A candidate may contact other Staff employees only during those employees' non-work hours.
 - f. Statements of qualifications shall be limited to no more than 250 words but cannot exceed approximately half of a standard 8.5" x 11" page. This information will be distributed as it is written (hand-written or keyboarded) and will not be edited in any way.
- Section 9. Election of members to serve on the Council shall be by secret ballot.
- Section 10. Official ballots shall be prepared by the Staff Human Resources Office. Names of eligible candidates shall appear on the ballots in the same order as their acceptable petitions were received. Write-in candidates will not be recognized. Ballots shall be distributed to those eligible to vote. There shall be no absentee ballots.
- Section 11. Employees may vote only for candidates to represent the EEO group of which they (those voting) are members.
- Section 12. In the event that no petitions are returned by candidates for vacant positions, the President shall appoint, with the approval of the Executive Board, a representative for that group to fill the term.
- Section 13. All completed ballots shall be submitted to the Staff Human Resources Office, and shall be counted and tabulated within twenty-four (24) hours after the closing of the polls in the presence of a representative of the Office of Personnel Services and members of a committee appointed by the Council. The candidate polling the most votes shall be declared elected. In case of a tie vote, a drawing shall be conducted by the Vice President and the SHR representative. The result of the drawing shall determine the election.

Election Protests

Section 14. A candidate desiring to protest the election shall notify the Vice President of the Council in writing within five working days following the date of official notification of election results. The candidate shall include a statement containing all facts, which the candidate attests to be the true basis for such a protest. The Vice President, along with the Election Committee, within five working days following receipt of the protest of the election, shall submit to the Executive Board of the Staff Advisory Council statements relating to each item presented in the protest together with any additional comments or information pertinent to the conduct of the election. If no statement is received from the Vice President, the facts as alleged in the candidate's protest shall be the primary, if not the sole, evidence upon which the Executive Board will base its decision to approve or disapprove the protest.

The Executive Board shall submit its decision on the protest within 15 working days following the date of the Vice President's statement, but no longer than 25 working days following the date of the candidate's protest. Failure by the Executive Board to submit the decision in a timely manner, without consent by all parties of the protested election to a reasonable delay, shall be recorded as approval of the protest.

If the protest is approved by the Executive Board, the Vice President shall notify the Associate Provost for Human Resources of such approval and shall call for a new election within 35 working days of such notice.

If the protest is denied by a majority vote of the Executive Board, the election, as held, shall be considered valid, and all candidates shall be so notified in writing by the Vice President within five working days following the decision by the Executive Board.

Installation

Section 15. Newly elected members of the Council will be seated at the first Council meeting of the new year.

Section 16. The term of office for members will be for a period of four years with one member from each of two of the EEO groups to be elected annually.

- a. Representatives from two groups to have terms expiring June 30, 2009 and every four years thereafter: the representative from Technical and Paraprofessional, one representative from Clerical and Secretarial.
- b. Representatives from two groups to have terms expiring June 30, 2010 and every four years thereafter: the representative from Skilled Crafts, one representative from Service/Maintenance.
- c. Representatives from two groups to have terms expiring June 30, 2011 and every four years thereafter: one representative from Clerical and Secretarial, one representative from Service/Maintenance.

- d. Representatives from two groups to have terms expiring June 30, 2012 and every four years thereafter: one representative from Clerical and Secretarial; the representative from Executive, Administrative and Managerial, and Professional non-Faculty.

Expulsion and Replacement

- Section 17. An elected member who has been absent from 3 consecutive regular meetings and who has subsequently been expelled by the Executive Board may ask for review of that decision by submitting a written request to the Council President. The appeal must be submitted within 10 working days after notification by the Council, and will be acted upon at the next Executive Board meeting.
- Section 18. In the event of a resignation, termination or vacancy, subsequent to the election, whether before or after being seated on the Council, the President, in consultation with the Associate Provost for Human Resources, shall appoint a replacement, with the approval of the Executive Board, to fill the unexpired term.
- Section 19. When the term of an elected member of the Staff Advisory Council ends and the member leaves the Council, the notebook and records shall be turned over to the incoming representative. The terminated member may continue to serve on committees of the Staff Advisory Council and other committees representing the Council if the member desires and with the approval of the Council President.

Article III

OFFICERS

- Section 1. President: It shall be the duty of the President to preside at all meetings and to enforce the obligations imposed by the Constitution and Bylaws of the Council. The President shall serve, when requested, as the Staff Advisory Council representative to committees or groups unless the President appoints a designee.
- Section 2. The President shall be responsible for appointing all committees, and designating a member thereof as chair.
- Section 3. The President may vote in regular council meetings only in the case of a tie.
- Section 4. Vice President: In the absence of the President, the Vice President shall preside and assume all responsibilities of the President.
- Section 5. The Vice President will be responsible for conducting the election as specified in Article II, Section 2 of the Bylaws. The Vice President shall also serve as the Parliamentarian.
- Section 6. Secretary: The Secretary shall take and record minutes of the Council for distribution to members. Copies of minutes of the preceding Council meeting will be distributed to all members before each regular meeting. The Secretary shall issue all meeting notices and agendas at least 5 days prior to the meeting, when possible. The Secretary shall perform all duties relating to the office of Secretary.

- Section 7. All resolutions and proceedings of meetings shall be entered in proper books by the Secretary.
- Section 8. In the event of the absence of the President and the Vice President from any meetings of the Council, the Secretary shall preside and assume all responsibilities of the President.
- Section 9. Elected Officers: Only elected officers shall conduct all correspondence relating to the Council. A copy of correspondence written by elected officers shall be sent to the Secretary for the permanent record.
- Section 10. Officers, at the end of their terms of office, shall turn over to their successors all records pertaining to the Council.

Article IV

SPECIAL GROUPS

- Section 1. Special groups can be added or dropped from Council by a majority vote of the Executive Board.
- Section 2. Each special group will determine one representative member to serve on the Council unless the Executive Board feels there is a need for more than one representative. That member will be a Staff employee and will serve a term of at least one council year.
- Section 3. Special group representatives shall give a monthly report to the Council of actions taken by their group on items of information presented at Council meetings. They should also report to the Council any programs or items under discussion by their groups that might affect Staff employees.
- Section 4. Special group representatives should attend full Council meetings. As stated in Article V, Section 2 of the Constitution, a vacancy will be declared should a special group representative miss three consecutive meetings.
- Section 5. When the term of a Special group representative expires, the Staff Advisory Council records and notebook shall be turned over to the successor. Special group representatives who serve on Council committees or other committees representing the Staff Advisory Council may continue to serve on those committees upon the expiration of their term with the approval of the President of the Council and approval of their group.

Article V

REGULAR MEETINGS OF THE COUNCIL

- Section 1. Meetings. The Staff Advisory Council shall meet at least monthly.

- Section 2. Rules of Order. The rules of parliamentary procedure, as stated in “Robert’s Rules of Order,” shall govern all regular meetings of this Council, and its committees.
- Section 3. Special Meetings. Special meetings of the Council may be called at any time by the Associate Provost for Human Resources, by the President or a quorum of the Executive Board members of the Council.
- Section 4. Committee Meetings. All Committees shall be subject to the call of their respective chairs, or at the request of the President of the Council.
- Section 5. Quorum. A simple majority (50% + 1) of the members of the full Council shall constitute a quorum authorized to conduct any business duly presented at any meeting of this Council. A simple majority (50% + 1) of the members of the Executive Board shall constitute a quorum authorized to conduct any business duly presented at any Executive Board meeting. A simple majority (50% + 1) of any specially appointed committee shall constitute a quorum of such committee.
- Section 6. Voting Requirements. Only those proposals pertaining to the regular business of the Council shall require a vote. A simple majority vote by the members present at a meeting shall carry a motion, except a motion to amend, alter, annul, or suspend the Constitution and Bylaws which shall be in accordance with Article VIII, Section 1 of the Constitution.
- Section 7. It is the prerogative of the President to adjourn to Executive Board session to address pertinent business at hand.

Article VI

MISCELLANEOUS

- Section 1. All monies available to the Council shall be handled in accordance with the University of Illinois rules and regulations.