

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, along with the immediate past Chairperson, who serves as an ex-officio member of the Executive Committee.

Section 2 - Chairperson

- A. The Chairperson presides at all meetings.
- 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. The Chairperson has the authority to request an audit of the books by the Executive Committee 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.

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 to Council members for approval at the next meeting.
- B. The Secretary will enter all resolutions and proceedings in the permanent record.
- C. The Secretary will 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 distribute minutes of all regular meetings to all Civil Service employees.
- F. The Secretary will act as Chair in the absence of the Chairperson and Vice-Chairperson.

Section 5 – Treasurer

- A. The Treasurer will give a written financial report to each Council member at the first meeting of each month 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.

Section 6 – Fiscal Agent

- A. The Director of Human Resources will be the fiscal agent.
- B. The Fiscal Agent will prepare the annual budget request for presentation to the Council for approval and the final budget request to the proper authority.

Section 7 – Assistant(s) to the Chair (Not an officer; may be Council or non-Council member)

- A. The Assistant(s) to the Chair will assist the Chairperson in all areas of function of the Council.
- 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.

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. Members are expected to actively participate in Council committees and Council activities.

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 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. 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 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 distribute to qualified voters the official nomination ballot that contains information about the elections and a “must be received by” date.
- B. Civil Service staff will nominate themselves or others from their group for their group. On the nomination form 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 election ballot. Also, a signature is required of a supervisor indicating that if the nominee is elected, release time will be granted to attend the bi-monthly Council meetings.
- C. Within three working days of the “received by” date, the Election Committee will review the nomination ballots for completeness. Only complete (i.e., requested information, and nominee’s and supervisor’s signatures) nomination ballots will be considered as valid nomination ballots. All determinations by the Election Committee will be final.
- D. If nominations for a group requiring a seat replacement are not received, the Election 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 candidates 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 distributed to all Civil Service staff, along with the written information on the candidates and instructions. The information will include a “must be received by” date for return of the ballot.
- B. The election of Council members will be by secret ballot.
- C. In the event a staff member loses or misplaces his/her election ballot, the ballot will not be replaced by the Election Committee.
- D. Each eligible voter may cast only one election ballot.
- E. Write-in candidates on the election ballot will not be allowed.
- F. Within three working days of the “received by” date, the Election Committee will tabulate the election ballots.
- G. The Election Committee will select a disinterested person who will confirm the election ballot count. All Election Committee members and the additional person will sign and date the count as verification. All official election ballots cast and tally sheets will be retained by the Council for a minimum of three years.
- H. In case of a tie, the new representative for a Council seat will be determined by lot.

- I. All persons listed on the election ballot will be notified of the election results by letter sent from the Election Committee.
- J. All constituency groups will be notified of the newly elected Council members in the next OpenLine.

Section 3 - General Regulations

- A. The chair of the Election Committee will not be an individual who is actively seeking a Council seat. If an individual on the Election Committee is seeking re-election, that person will not participate in ballot counting.
- B. Election of members to the Civil Service Council is on a nonpartisan basis.
- C. University policy prohibits the distribution of campaign materials through the campus mail.
- D. 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.
- E. 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.
- F. Should the appeal pertain to the Election Committee, it will be acted upon by the Council at the next regular Council meeting.
- G. 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. The outgoing Chairperson will preside at the election of a temporary Chairperson at the last regular Council meeting of the year in June.
- B. The elected temporary Chairperson will preside over the election of the Chairperson at the first regular Council meeting of the year in July.
- C. Upon election, the new Chairperson will preside over the election of the Vice-Chairperson, Secretary, and Treasurer.
- D. 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

- A. The Council will establish policies and procedures regarding recognition awards for Civil Service employees, related to length of service and retirement.
- B. The Council will establish 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:
 - Civil Service Rules
 - Legislation
 - Retirement
 - Awards
 - Constitution/By-laws Revision
 - Benefits
 - Publications
 - Election
 - Campus Communication
 - Illinois State University Foundation
 - Activities
 - Public Relations
 - Parking
 - SURSMAC
- 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 – By-Laws Review

A review committee appointed by the Executive Committee of the Council will be established every three years to review these By-Laws. 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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