

ARTICLE IX. CIVIL SERVICE SENATE MEMBERSHIP, ELECTIONS, AND OFFICERS (Changes to this article are subject to vote only by the Civil Service Senate)

1. Senate Membership and Voting Units

a. Civil Service Senate

1. For the purpose of electing representatives and alternate representatives, if any, to the Civil Service Senate, qualified civil service staff shall vote within each of the following units of the University:

TWIN CITIES: Academic Affairs, Academic Health Center, At-Large

CROOKSTON

DULUTH

MORRIS

ROCHESTER

2. Units which have 201 or more civil service staff eligible to vote in Senate elections shall have a minimum of two representatives in the Civil Service Senate. Units which have 26-200 civil service staff eligible to vote in Senate elections shall have two representatives in the Civil Service Senate. Units which have 25 or fewer civil service staff eligible to vote in Senate elections shall have one representative in the Civil Service Senate. If the number of eligible voters in a unit falls below 26, both the senators from that unit may serve out their term but there shall be no election for the term that ends first. The Senate Office shall annually review the number of individuals eligible to vote in Senate elections in each unit and report the results to the Civil Service Consultative Committee.

b. University Senate

1. 23 elected members of the Civil Service Senate shall also serve as members of the University Senate.

2. Election of Members

a. Civil Service Senate

1. The elected representatives to the Civil Service Senate shall be elected by the civil service staff of the preceding units.

2. To continue to serve in the Civil Service Senate, a civil service representative must be currently a member of the unit from which he or she was elected.

3. The elected representatives shall be elected in accordance with the following procedures:

a. By February 10, the Senate Office shall prepare for each unit listed in Section 1 of this Article a list of all persons in that unit who, as of February 1, are entitled to vote for Civil Service Senate members, and shall send the list to the Chair.

b. Between March 15 and June 1, each unit listed in Section 1 of this Article shall conduct an election for Civil Service Senate members. One third, or as near to one third as arithmetically possible, of the representatives shall be elected each year.

c. Each unit must adhere to the following principles and must provide notice of these principles to all individuals eligible to vote:

1. everyone in the unit eligible to serve in the Civil Service Senate must be provided the opportunity to nominate individuals in the unit to be candidates for the Civil Service Senate (including nominating themselves);

2. everyone in the unit eligible to serve in the Civil Service Senate must be provided the opportunity to vote in the elections;

3. ballots must be distributed to all eligible voters at least three working days before they are due; and

4. the ballot must make clear that elections are unit-wide, not department-based.

d. All members elected to the Civil Service Senate shall begin service on July 1 and shall serve for three years. Elected members of the Civil Service Senate shall not serve more than two consecutive terms, and shall be eligible for re-election only after a one-year interval of nonmembership in the Civil Service Senate.

e. Vacancies in the Civil Service Senate shall be filled in accordance with procedures determined by the Civil Service Consultative Committee.

f. The names of the Civil Service Senate members and alternate members elected for the coming year shall be reported in the minutes of the first regular meeting of the succeeding fall semester.

g. The pool of Civil Service Senate alternates shall consist of past Civil Service Consultative Committee members, past Civil Service Senate members, and civil service not elected to the Civil Service Senate.

h. A senator may designate anyone from the appropriate unit pool to serve as an alternate in the senator's absence by providing notice to the Senate Office prior to the commencement of any meeting of the Civil Service Senate. A designated alternate will have all the rights of a senator, including voting.

b. University Senate

1. The Civil Service Senate members are eligible to run for the University Senate.

2. The elected representatives to the University Senate shall be elected by the Civil Service Senate and shall reflect the same representative units in Article IX, Section 1(a)(1) and distribution used to configure the Civil Service Consultative Committee.

3. Elections to the University Senate shall be held no later than June 1. One third, or as near to one third as arithmetically possible, of the representatives shall be elected each year.

4. All Civil Service members elected to the University Senate shall begin service on July 1 and shall serve for three years. Elected members of the University Senate shall not serve more than two consecutive terms, and shall be eligible for re-election only after a one-year interval of non-University Senate membership.

5. To continue to serve in the University Senate, a Civil Service staff representative must continue to meet Civil Service eligibility requirements for the University Senate. Civil Service Senators who moves out of their area of representation during their term may serve out their term and continue to represent the former area of representation. To be reelected, they must be elected from their current area of representation.

6. The pool of University Senate alternates shall consist of past Civil Service Consultative Committee members, past Civil Service Senate members, civil service not elected to the Civil Service Senate, and current Civil Service Senate members who are not serving on the University Senate.

7. A University Senate representative may designate any eligible voting member from their appropriate area of representation to serve as an alternate in the representative's absence by providing notice to the Senate Office prior to the commencement of any meeting of the University Senate. A designated alternate will have all the rights of a senator, including voting.

8. Civil Service vacancies in the University Senate shall be filled by the Civil Service Senate at their next scheduled meeting.

9. The names of the University Senate members elected for the coming year shall be reported in the minutes of the first regular meeting of the succeeding fall semester.

3. Non-Affiliation with a Voting Unit

Any person eligible to vote for members of the Civil Service Senate under the provisions of the Senate Constitution, but not attached to any voting unit designated in Section 1 of this Article, may apply in writing to the Civil Service Consultative Committee for a determination of his or her status for voting for members of the Senate. It shall be a duty of the Civil Service Consultative Committee to classify such a person with one of the voting units specified in Section 1 of this Article.

4. Removal for Neglect of Meetings

a. A member of the Civil Service Senate shall be said to have neglected a meeting of either the University Senate or the Civil Service Senate if the member does not attend, does not provide an alternate, or does not notify the Senate Office of the impending absence.

b. A member of the Civil Service Senate shall forfeit membership by neglecting three consecutive meetings of the University Senate, the Civil Service Senate, or any combination thereof.

c. The Senate Office shall notify any member who will forfeit Civil Service Senate membership by neglecting the next meeting of the University or Civil Service Senate.

d. A member whose membership has been forfeited may appeal to the Civil Service Consultative Committee for reinstatement.

5. Election and Duties of Officers

a. Election

The chair-elect shall be elected from a pool of sitting Civil Service Consultative Committee members at a spring semester session of the Civil Service Consultative Committee. The chair shall preside over the election. Outgoing civil service senators and outgoing Civil Service Consultative Committee members may be candidates for this position. Term of office shall be July 1 to June 30.

b. Duties of the Chair

The duties of the chair are (1) to be the official spokesperson of the Civil Service Senate; (2) to set the Civil Service Senate agenda, to be approved by the Civil Service Consultative Committee; (3) to serve as the chair of the Civil Service Senate; (4) to serve as the chair of the Civil Service Consultative Committee; (5) to serve as a member of the Senate Consultative Committee; (6) to serve on central University advisory committees as needed, or to delegate civil service members for advisory committees; and (7) other duties as assigned in the Civil Service Operations Manual.

c. Duties of the Chair-elect

The duties of the chair-elect are (1) to serve as the vice chair of the Civil Service Senate; (2) to serve as the vice chair of the Civil Service Consultative Committee; (3) to serve as the liaison to the P&A Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee; (4) to serve as a member of the Senate Consultative Committee; (5) to assume the duties of the chair in the event of an absence or incapacity of the chair; (6) to coordinate civil service representation at New Employee Orientation; (7) to assume responsibilities delegated by the chair; and (8) other duties as assigned in the Civil Service Operations Manual.

ARTICLE X. COMMITTEES OF THE CIVIL SERVICE SENATE (Changes to this article are subject to vote only by the Civil Service Senate)

1. Committees, Subcommittees, and Special Committees

a. A Civil Service Senate committee is any committee to which the Civil Service Senate delegates responsibilities in broad areas of University concern and whose reports are made directly to the Civil Service Senate. Membership of all Civil Service Senate committees and procedures for electing or appointing members are described in these Bylaws. The Civil Service Senate by appropriate Bylaws may create or terminate committees vested with such responsibilities as the Civil Service Senate has the power to confer.

b. Subcommittees of Civil Service Senate Committees: Civil Service Senate committees may appoint subcommittees as necessary to assist with their responsibilities. Membership of subcommittees need not be limited to members of the parent committee. Subcommittee memberships may include faculty, academic staff, students, civil service, students, and alumni representation as appropriate.

c. Special Committees: Special committees may be created to study and make recommendations on special topics within the areas of concern to the Civil Service Senate. Special committees may be created, charged, and terminated by the Civil Service Senate, the Civil Service Consultative Committee, or Committees of the Civil Service Senate, alone or jointly.

2. Eligibility for Membership

a. Civil service staff who serve on Civil Service Senate committees must be eligible to serve in the Civil Service Senate, term limits notwithstanding.

b. No individual holding a position carrying as any part of its title President, vice president, chancellor, provost, executive director, dean, counsel, controller, or chief of staff may serve as a voting member of a Civil Service Senate committee, nor may the University Librarian. An individual serving as a voting member of a Civil Service Senate committee who is appointed to a position which would bar them from service as a voting member on the committee shall resign from that committee. If the individual is appointed only to an interim or acting position, the chair of the Civil Service Consultative Committee may, with the consent of the Civil Service Consultative Committee, waive the requirement that the individual resign from the committee.

c. No individual holding a civil service title may serve on a Civil Service Senate committee which includes among its ex officio members the University officer to whom the individual directly reports. If the Senate Committee on Committees, Student Committee on Committees, or the P&A Consultative Committee believes there is a reasonable potential for a conflict of interest for a prospective committee member from a unit on which a University officer from the same unit serves as an ex officio member, it may decline to appoint such an individual to a committee.

d. Only individuals eligible to serve in the Civil Service Senate may serve as the chair of a committee of the Civil Service Senate.

e. In the event of a question about whether someone is eligible to serve on a Civil Service Senate committee, the decision will be made by the Civil Service Consultative Committee.

3. Committee Procedures

a. Alternates or proxy voting are permitted on Civil Service Senate committees. The pool of Civil Service Senate committee alternates shall consist of current Civil Service Senate members. A Civil Service committee member may designate anyone from the pool of alternates to serve as an alternate in the committee member's absence by providing notice to the Senate support staff prior to the commencement of any meeting of a Civil Service Senate committee. Civil Service committee members taking a leave of absence for more than three consecutive meetings should find a sitting Civil Service senator from their area of representation to replace them.

b. All committees of the Civil Service Senate shall keep minutes of their meetings and proceedings. Committee minutes must not contain information considered private or confidential under the provisions of state or federal law.

c. Any committee of the Civil Service Senate may be required, upon a majority vote of the members of the Civil Service Senate present and voting, to report to the Civil Service Senate at its next meeting.

d. An ex officio member of any committee of the Civil Service Senate shall not be entitled to vote as a member of the committee, unless provided for in the Rules.

e. Committees of the Civil Service Senate shall have a policy of open meetings. Closed or executive sessions may be held only after approval by a two-thirds majority of the committee members present and voting. The committee shall keep a list of all topics discussed and actions taken in its closed meetings and incorporate that list in its minutes. Only committee members and others designated by the chair may remain in the meeting once a motion to close the meeting has been adopted. Administrative ex officio members may be asked to leave.

f. A committee of the Civil Service Senate shall have the authority to issue interpretations of Senate policies that it has previously introduced to a Senate and which that Senate and the administration have approved. The Civil Service Consultative Committee may issue interpretations for any policy adopted by any committee that reports to the Civil Service Senate. Those interpretations shall be considered part of the policy (1) once the interpretation has been reported for information at the next Civil Service Senate meeting following committee approval of the interpretation, and (2) neither the Civil Service Senate nor the President makes objection before or at that Senate meeting. The Civil Service Senate may, by simple majority of those present and voting, vote not to approve the interpretation, in which case it is not part of the policy. If the President objects, the interpretation must be brought back at the following meeting for a vote by the Civil Service Senate.

g. Committees shall report to the Civil Service Senate as provided by these Bylaws. Certain committees may have a secondary reporting line to another Senate, as provided in the Bylaws governing specific committees. The Senate to which a committee has a secondary reporting line may refer matters to the committee and call for reports and recommendations from the committee.

h. Additional general Rules for functions and operational procedures of all committees of the Civil Service Senate shall be contained in the Rules for Committees of the Civil Service Senate.

4. Removal of Civil Service Senate Committee Chairs and Civil Service Senate Committee members

- a. Committee chairs may be removed by a two-thirds vote of the Civil Service Senate. Any committee chair who is to be the subject of a vote on removal may submit a statement to the Civil Service Senate before a vote on removal is taken. There is no appeal from the decision of the Civil Service Senate to remove a committee chair. Nothing in this section bars anyone from making use of the University's normal grievance processes for employees or students.
- b. Committee chairs may be removed from their position only on the grounds that they have failed to perform the duties required of a committee chair, they have obstructed the business of the Civil Service Senate or its committee(s), they have violated the Board of Regents Policy: Code of Conduct, Board of Regents Policy: Academic Misconduct, Board of Regents Policy: Student Conduct Code, or because their continued service would cast doubt on the integrity and credibility of the work of the committee. Anyone removed as committee chair is automatically removed from membership on the committee.
- c. Committee members may be removed by a two-thirds vote of the Civil Service Senate. Any committee member who is to be the subject of a vote on removal may submit a statement to the Civil Service Senate before a vote on removal is taken. There is no appeal from the decision of the Civil Service Senate to remove a committee member. Nothing in this section bars anyone from making use of the University's normal grievance processes for employees or students.
- d. Committee members may be removed from a committee only on the grounds that they have prevented the committee from conducting its business, if they have violated the Board of Regents Policy: Code of Conduct, Board of Regents Policy: Academic Misconduct, Board of Regents Policy: Student Conduct Code, or because their continued service would cast doubt on the integrity and credibility of the work of the committee.
- e. The provisions of this Section may not be used to infringe on the academic freedom of committee chairs and committee members. Neither committee chairs nor committee members may be removed from their position because they express unpopular views.
- h. Nothing in this Section shall affect the operation of Senate Rules Article X, Section (2)(c), which provides for replacement of committee members who are repeatedly absent from meetings of their committees.
- i. In all cases, the majorities required in this Section are two-thirds majorities of the full voting membership of the Senate, not two-thirds of those present and voting.