

A. CIVIL SERVICE CONSULTATIVE COMMITTEE

The Civil Service Consultative Committee shall represent the civil service staff and not the individual campuses, institutes, colleges, schools, or departments of the University.

The Civil Service Consultative Committee shall serve as the consulting body to the president and as executive committee of the Civil Service Senate.

Membership

The Civil Service Consultative Committee shall consist as follows of 13 voting members:

- (1) A Chair;
- (2) A Chair-elect;
- (3) one member from Crookston;
- (4) one member from Duluth;
- (5) one member from Morris;
- (6) one member from Rochester;
- (7) two members from the Twin Cities – Academic Affairs;
- (8) three members from the Twin Cities – Academic Health Center;
- (9) two members from the Twin Cities – At-Large;

The members from campus positions (numbers 3-9 above) shall be members of the Civil Service Senate at the time of election and elected by the Civil Service Senate. These members shall be nominated and elected subject to the following provisions:

- A call for nominations for the campus positions shall be made to the Civil Service Senate. The call shall include a nomination form. All current Civil Service Senate members are eligible to run for these positions.

- Nominations shall remain open for at least one month.

In the case of a tie, the Senate Office shall choose the successful candidate by lot.

Once elected, the Civil Service Consultative Committee members will relinquish their unelected seats in the Civil Service Senate.

In case of a vacancy, the Civil Service Senate shall hold a special election until the next general election.

Procedures for the election of the chair-elect are set out in Article IX, Section 5(a) of the Civil Service Senate Bylaws.

Duties and Responsibilities

Consultative

- a. To discuss with the president and other University officers issues or policies of the University of concern to civil service staff and, as appropriate, to make recommendations concerning such matters to the Civil Service Senate.
- b. To advise the president on major administrative appointments and to participate in the selection process.
- c. To receive from any civil service staff notification of concerns which may require consultation with the president or senior academic officers.

Steering

- a. To provide supervision and direction to all committees and subcommittees of the Civil Service Senate, which includes the authority to require that any committee or subcommittee of the Civil Service Senate report on any matter within its jurisdiction within 30 days.
- b. To receive and evaluate proposed topics, determine appropriate agendas, and coordinate the flow of information and projects between the constituency, Civil Service Senate, and related governing entities.
- c. To serve as a coordinating body between the president and the Civil Service Senate or a committee of the Civil Service Senate.
- d. To be responsible for the preparation and distribution of the agenda for each meeting of the Civil Service Senate in accordance with the Constitution, Bylaws, and Rules of the Civil Service Senate.
- e. To recommend, with the approval of the Civil Service Senate, such rules of procedure as are not provided in the Constitution or Bylaws.
- f. To keep the published Constitution, Bylaws, and Rules of the Civil Service Senate up to date.

Executive

- a. To execute duties assigned by the Office of Human Resources Civil Service Employment Rules.
- b. To serve as the primary deliberative body of the Civil Service Senate on all major items it deems necessary and appropriate.
- c. To act on behalf of the Civil Service Senate when a decision is required prior to the next scheduled meeting of the Civil Service Senate and when a decision is required when it would not be possible to convene a special meeting of the Civil Service Senate in a timely fashion; such actions will be reported to the Civil Service Senate at its next meeting and the Civil Service Senate may then overrule the Civil Service Consultative Committee.

- d. To examine any action taken respecting the University by the Board of Regents, the central administration, or by another individual or body having any relationship with the University.
- e. To appoint or assist in appointing, when requested, civil service members of Senate and non-Senate committees.
- f. To appoint special committees or subcommittees or to employ other devices which it deems necessary and appropriate.
- g. To report regularly on any matters which, in its judgment, should be brought to the attention of the University at large or specifically to the attention and consideration of the Civil Service Senate.
- h. To dispose of business which appears to be not germane to the purposes of the Civil Service Senate.
- i. To make editorial changes in Civil Service Senate policies and documents (including the constitution, bylaws, and rules) to reflect changes in titles of administrative offices or officers; the changes will be reported to the Civil Service Senate for information.