

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

1. Power

a. The responsibility of the Civil Service Senate shall include but not be limited to matters relating to the employment conditions of the civil service staff; including duties as assigned within the Office of Human Resources Civil Service Employment Rules.

b. The Civil Service Senate may delegate to campus organizations responsibility for matters concerning only one campus of the University.

2. Membership

a. The Civil Service Senate shall be composed of the following voting members:

(1) the chair of the Civil Service Senate;

(2) the chair-elect of the Civil Service Senate;

(3) the elected Civil Service senators; and

(4) the elected members of the Civil Service Consultative Committee if not already elected or appointed to the Civil Service Senate.

b. The Civil Service Senate members elected to the University Senate whose terms on the Civil Service Senate have expired, the past chair of the Civil Service Consultative Committee, and civil service staff serving on Civil Service, Faculty, P&A, Student, and University Senate committees who are not already members of the Civil Service Senate shall serve as ex officio non-voting members.

c. For the purposes of this constitution, the bylaws, and the rules, and to be eligible to be elected to the Civil Service Senate, the term "civil service staff" shall mean individuals covered by the Civil Service Rules who have held temporary or continuing appointments of at least 50% time or more for at least one calendar year are eligible to run for the Civil Service Senate.

e. The manner in which Civil Service are elected to the Civil Service Senate shall be prescribed in the bylaws.

3. Civil Service Senate Officers

The officers of the Civil Service Senate shall be the chair and the chair-elect. The selection and duties of the officers shall be set forth in the bylaws.

4. Civil Service Senate Meetings – Call – Quorum

a. The Civil Service Senate shall hold regular meetings, at least once in each quarter of the fiscal year, at a time and place determined by the Civil Service Consultative Committee.

b. Special meetings of the Civil Service Senate may be held upon the call of the chair, three members of the Civil Service Consultative Committee, or upon written request of ten members of the Civil Service Senate. Senators shall be given notice of any special session by the clerk of

the Senate at the earliest possible date and not less than two days before the meeting. Only subjects specifically listed on the proposed agenda for any special session may be considered at that meeting.

c. At any regular or special meeting of the Civil Service Senate, a majority of its membership (not including vacant seats) shall constitute a quorum.

d. Only elected Civil Service Senate members (or their designated alternates), Civil Service Consultative Committee members, and, in the case of a tie, the presiding officer, shall be entitled to vote. All civil service staff may be present at Civil Service Senate meetings and shall be entitled to speak and to offer motions for Civil Service Senate action.

5. Civil Service Senate Agenda and Minutes

a. The agenda and minutes of each Civil Service Senate meeting shall be distributed in the manner specified in the Rules. Matters under Civil Service Senate jurisdiction, including proposed amendments to this Constitution or Bylaws, may be submitted by any committee of the Civil Service Senate or any Civil Service Senate member.

b. Committees and Civil Service Senators shall submit items for action to the Civil Service Consultative Committee at least one week before the Civil Service Senate meeting.

6. Twin Cities Civil Service Delegation

The Twin Cities Civil Service members of the Civil Service Senate shall constitute the Twin Cities Civil Service Delegation. The Civil Service Senate shall refer to the Twin Cities Civil Service Delegation any matters which pertain only to the Twin Cities campus. Committees which deal only with matters that pertain to the Twin Cities campus shall report to the Twin Cities Civil Service Delegation. The Twin Cities Civil Service Delegation shall meet as needed to conduct business at the call of the chair, three members of the Civil Service Consultative Committee, or upon written request of ten members of the Twin Cities Civil Service Delegation. The officers of the Civil Service Senate shall serve as the officers of the Twin Cities Civil Service Delegation and all procedures and rules established in the constitution, bylaws, and rules for the Civil Service Senate shall apply to the Twin Cities Civil Service Delegation as appropriate. When questions arise, the Civil Service Consultative Committee shall determine the application of the constitution, bylaws, and rules to the Twin Cities Civil Service Delegation.

7. Committees of the Civil Service Senate

The Civil Service Senate may establish standing committees and may also create special committees. Membership on Civil Service Senate committees and procedures for electing or appointing members are described in the Bylaws. Committees may appoint subcommittees.