

A. P&A CONSULTATIVE COMMITTEE

The P&A Consultative Committee shall represent the P&A at large and not the individual campuses, institutes, colleges, schools, or departments of the University.

The P&A Consultative Committee shall serve as the consulting body to the president and as executive committee of the P&A Senate.

Membership

The P&A Consultative Committee shall consist of at least six voting members as follows and ex officio representation as specified by vote of the P&A Senate:

- (1) A Chair;
- (2) A Chair-elect;
- (3) the Chair(s) of the Benefits and Compensation Subcommittee;
- (4) the Chair(s) of the Communications Subcommittee;
- (5) the Chair(s) of the Outreach Subcommittee;
- (6) the Chair(s) of the Professional Development and Recognition Subcommittee.

These members shall be members of the P&A Senate at the time of election and elected by the P&A Senate. Members shall be nominated and elected subject to the following provisions:

- A call for nominations for the chair-elect and subcommittee chairs shall be made via email to the P&A Senate and at a P&A Senate meeting. The call shall include a nomination form. All current P&A Senate members and alternates are eligible to run for these positions.
- Nominations shall remain open for at least one month.
- The chair-elect and subcommittee chairs shall be elected at a P&A Senate meeting from nominations received in advance of the meeting or those from the floor of the P&A Senate.
- If there is a contested election for any office, subsequent runoff ballots shall be held among the candidates receiving at least 25% of the votes cast, until one candidate receives a majority of votes cast. In the case of a tie, another ballot shall be taken.
- If any member is not re-elected by his or her unit constituency, or if that unit's representation on the P&A Senate is changed, the member may continue to serve as on the P&A Consultative Committee if elected as a member and if their chair term limit has not expired.

Once elected, the P&A Consultative Committee chair and chair-elect will relinquish their unit-elected seats in the P&A Senate.

In case of a vacancy, the P&A Senate shall hold a special election until the next general election.

In the event that no candidate for the chair-elect is identified, the incoming chair will continue to fill the duties of the chair-elect until a special election is held to fill the chair-elect position.

Articles VIII, Section 2(d) of the Rules governing absences from committee meetings and Article I, Section 5 and Article VII, Section 4 of Bylaws governing absences from Senate meetings shall apply to the P&A Consultative Committee.

Duties and Responsibilities

Consultative

- a. To discuss with the president and other University officers issues or policies of the University of concern to P&A and, as appropriate, to make recommendations concerning such matters to the P&A Senate.
- b. To initiate whatever studies it deems necessary and appropriate or to request such studies from the president or senior academic officers or from committees of the P&A Senate.
- c. To consult with the president or senior academic officers on planning and on the annual budget and the biennial request.
- d. To advise the president on procedures for making major administrative appointments and to participate in the selection process.
- e. To receive from any P&A notification of concerns which may require consultation with the president or senior academic officers.

Steering

- a. To superintend and direct all committees and subcommittees of the P&A Senate, which includes the authority to require that any committee or subcommittee of the P&A Senate report on any matter within its jurisdiction within 30 days.
- b. To receive recommendations of any P&A who wishes to present a proposal to the P&A Senate and to refer or act upon such recommendations as it deems appropriate.
- c. To route to the appropriate body all documents, proposals, or papers on any matter pertaining to the affairs of the P&A Senate.
- d. To serve as a coordinating body between the president and the P&A Senate or a committee of the P&A Senate.
- e. To be responsible for the preparation and distribution of the agenda for each meeting of the P&A Senate in accordance with the Constitution, Bylaws, and Rules of the P&A Senate.
- f. To recommend, with the approval of the P&A Senate, such rules of procedure as are not provided in the Constitution or Bylaws.
- g. To keep the published Constitution, Bylaws, and Rules of the P&A Senate up to date.
- h. To ensure a smooth leadership succession by conferring with the Outreach Subcommittee no later than December 31, to ensure that the Outreach Subcommittee enacts a plan to solicit nominees for the chair-elect and subcommittee chair positions.

Executive

- a. To serve as a deliberative body of the P&A Senate on all major items it deems necessary and appropriate.
- b. To act on behalf of the P&A Senate when a decision is required prior to the next scheduled meeting of the P&A Senate and when a decision is required when it would not be possible to convene a special meeting of the P&A Senate in a timely fashion; such actions will be reported to the P&A Senate at its next meeting and the P&A Senate may then overrule the P&A Consultative Committee.
- c. To examine any action relevant to P&A taken respecting the University by the Board of Regents, the central administration, or by another individual or body having any relationship with the University.
- d. To appoint or assist in appointing, when requested, P&A members of Senate and non-Senate committees.
- e. To appoint special committees or subcommittees or to employ other devices which it deems necessary and appropriate.
- f. 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 P&A Senate.
- g. To dispose of business which appears to be not germane to the purposes of the P&A Senate.
- h. To make editorial changes in P&A 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 P&A Senate for information.

Advocacy

- a. To assess and monitor University policy and the administration thereof with the goal of achieving equity across employee groups and among individual employees.
- b. To actively and regularly raise issues significant to P&A employees with University administration and governance.
- c. To educate and engage P&A employees in issues and policy affecting the employee group.