

**CIVIL SERVICE COUNCIL BYLAWS COMMITTEE**  
***Approval of Proposed Amendments to Civil Service Council Bylaws***

**Article V: Committees**

- I. Council Committees
  - A. These shall consist of Budget, Bylaws, Civil Service Benefits, Education Assistance, Election, Executive, Officer Nomination, , Public Information, and Range Employees.
  - B. Chairs of Council committees must be members of the Council (except for the Range Employees Committee), unless an exception is passed by two-thirds vote of the Council membership, and shall report at each regular meeting.
  - C. Non-council membership on committees other than Executive shall be recommended by the committee chair and approved by the Council.
  - D. Council committee members may be removed by the Council for non-performance upon a seconded motion and the vote of the majority of those present.
  - E. Council committees shall be appointed at the July meeting to serve for one (1) year.
  - F. The chair of each committee shall be elected by members of the committee.
  - G. Responsibilities
    1. The Budget Committee shall
      - a. prepare a projected annual budget recommendation for the upcoming fiscal year;
      - b. include the Treasurer of the Council as a member;
      - c. ensure that any budget expenditure not provided for in the annual budget report receives Council approval prior to the expenditure.
    2. The Bylaws Committee shall
      - a. be responsible for knowing the Bylaws and seeing they are followed at every meeting;
      - b. review the Bylaws annually and submit recommended changes to the Council for approval;
      - c. include the Vice President of the Council as a member;
      - d. include the Parliamentary Adviser of the Council (if not the Vice President).
    3. The Education Assistance Committee shall
      - a. be responsible for the management of the Education Assistance Program;
      - b. consist of a minimum of seven (7) civil service employees;
      - c. include the Treasurer of the Council as a member.
    4. The Election Committee shall
      - a. consist of Council members whose terms do not expire that year;
      - b. oversee the election and maintain membership of the Council;
      - c. follow the election procedure guidelines as adopted by the Council. [See "Election Committee: Operating Paper"]
    5. The Executive Committee shall
      - a. consist of the President, Vice President, Secretary, Treasurer, and the immediate Past President. The members of the committee shall act in an advisory capacity to the President. The President shall make resulting recommendations to the Council;
      - b. meet at least two (2) weeks in advance of each Council meeting and shall prepare the agenda for distribution to the Council members;

6. The Public Information Committee shall
  - a. consist of a minimum of six (6) civil service employees;
  - b. include the Secretary as a member;
  - c. through its chair, with the approval of the Council President, work through the various media to disseminate information on the activities of the Council and to publicize the contributions and concerns of the civil service employees of the university.
7. The Range Employees Committee shall
  - a. be responsible for matters referred to it by the President of the Civil Service Council affecting Range Employees;
  - b. consider and act on such other employment- and compensation-related matters affecting range employees as may be brought to its attention;
  - c. be responsible for making recommendations to the Chancellor for the distribution of salary increases to civil service range employees;
  - d. consist of all elected members of the Council who are range employees plus other range employees who may be invited by those members of the committee to serve.  
[See "Range Employees Committee: Operating Paper"]
8. Civil Service Benefits Committee shall
  - a. review policies and procedures regarding position classifications, salary, performance evaluations, terms and conditions of employment, and other civil service benefits;
  - b. be responsible for review of those materials published either in handbooks or other such compilations affecting the benefits of civil service staff, for the purpose of providing current and accurate information about and to the constituency;
  - c. review other staff benefit issues assigned by the chair.
9. Officer Nomination Committee shall
  - a. consist of five (5) current members of the Council and/or past members of the Council (within one (1) year);
  - b. be responsible for accepting and/or soliciting nominations for officers of the Council;
  - c. be responsible for notifying the entire Council at least two (2) weeks in advance of the next regular Council meeting, in writing, of the nominations for each office;
  - d. be responsible for preparing the "Official Ballot" to elect the officers of the Council;
  - e. be responsible for the tallying and reporting of the official vote for the officers of the Council. [See "Officer Nomination Committee: Operating Paper"]

## II. Constituency, Special and Other Committees

- A. Appointments or nominations for constituency, special or other committees shall be made by the Executive committee and are subject to Council approval.
- B. Full-time status employees may volunteer or be nominated for membership on committees with Council members having preference over non-members. The President has authority to appoint a member to a committee, without Council approval, if insufficient time exists to receive Council approval at a regular meeting. This appointment shall be confirmed by the Council at the next regular meeting.
- C. Appointees shall provide written reports on committee activities to the Professional Constituencies Office one (1) week prior to each Council meeting.
- D. Appointees serve at the pleasure of the Council and can be removed for cause upon a seconded motion and the vote of the majority of those present.