

## **CIVIL SERVICE COUNCIL Duties and Responsibilities**

### Civil Service Council

**Proxies.** Council members are expected to attend monthly Council meetings (first Wednesday at 1PM) and special meetings when called. If a Council member finds it necessary to be absent from a regular or special meeting, s/he can designate a person from her/his sector to act as a proxy. The person cannot already be a member of the Council. Notification of the designation must be sent to the Professional Constituencies Office or to any member of the Executive Committee in advance of the meeting or meetings the proxy will attend. Proxies have the same privileges in the meeting as the person for whom they substitute. No person can hold more than one proxy.

**Committees.** Council members serving on constituency or special committees are required to provide written reports each month on committee's activities. 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.

**Vacancies.** A vacancy on the Council occurs when a member resigns from the Council by official notification in writing, terminates university employment, changes status from full-time civil service to administrative/professional, faculty, student, or part-time civil service, or is absent with or without a proxy delegation from four regularly scheduled meetings within any consecutive 12 month period. The Council member will receive a warning letter after two absences; a fourth absence will result in removal from the Council. A member who is absent due to participation in official Council business will not be counted as absent.

### Civil Service Council President

- ▶ Serves as the presiding officer of the Council and speaks for the Council in all official matters
- ▶ Serves as chair of Executive Committee
- ▶ Is delegated Fiscal Officer of the Council and the Education Assistance Program fund accounts
- ▶ Calls special meetings of the Council or Executive Committee as needed
- ▶ Charges committees, as needed
- ▶ Meets with candidates for administrative positions
- ▶ Is the official civil service representative of the Council to the administration of the university and other appropriate agencies
- ▶ Represents the Council at
  - ◆ Constituency Heads meetings with Chancellor/President
  - ◆ Board of Trustees meetings

### Civil Service Council Vice President

- ▶ Serves as presiding officer in the absence of or at the request of the president
- ▶ is a member of the Bylaws Committee
- ▶ Serves as non-voting ex-officio member on other Council committees as requested by the Council President;
- ▶ Substitutes for the Council president at various meetings, as needed
- ▶ Serves as Parliamentary Advisor (or recommends a designee)

### Civil Service Council Secretary

- ▶ Edits the official minutes of the Council
- ▶ Calls roll at each meeting
- ▶ Monitors attendance and notifies Council President if a member has exceeded allowable absences
- ▶ submit an attendance report to each Council member on a monthly basis

- ▶ Is responsible for issuing notice of any regular meeting and written agenda for each meeting at least ten (10) days before the date of the meeting
- ▶ Serves on the Executive Committee
- ▶ Substitutes for Council president when vice president is unavailable

#### Civil Service Council Treasurer

- ▶ Is fiscal officer of the Council and the Education Assistance Program accounts
- ▶ Maintains the financial records/books and provides a financial report at each regular meeting
- ▶ Is a member of the Executive, Budget and Education Assistance Committees

#### Committees

Council members serve on one of the following committees: Budget, Bylaws, Civil Service Benefits, Education Assistance, Election, Executive, Officer Nomination, Outstanding Civil Service Employee Award, Public Information and Range Employees (range members only). Committee chairs are expected to report at each meeting.

1. Budget Committee:
  - ▶ Includes the Council Treasurer
  - ▶ Ensures that any budget expenditure not provided for in the annual budget report receives Council approval prior to the expenditure
  - ▶ Reviews reappraisals as required or as necessary
  
2. Bylaws Committee:
  - ▶ Is responsible for knowing the Bylaws and seeing they are followed at every meeting
  - ▶ Review the Bylaws annually and submits recommended changes to the Council for approval
  - ▶ Includes the Vice President of the Council as a member
  - ▶ Include the Parliamentary Adviser of the Council (if not the Vice President)
  
3. Education Assistance Committee:
  - ▶ Oversees the Education Assistance Program and organizes fund raising activities for spring and fall
  - ▶ Includes the Treasurer of the Council as a member
  
4. Election Committee:
  - ▶ Consists of Council members whose terms do not expire that year
  - ▶ Oversees the election process and maintains membership of the Council
  
5. Executive Committee:
  - ▶ Consists of the President, Vice President, Secretary, Treasurer, and the immediate Past President
  - ▶ Meets at least two (2) weeks in advance of each Council meeting and prepares the agenda for distribution to the Council members
  - ▶ Determines committee assignments
  
6. Outstanding Civil Service Employee Award Committee:
  - ▶ Consist of one council member from each sector
  - ▶ Is included as a part of the Excellence Awards Selection Committee

7. Public Information Committee
  - ▶ Publishes the *Civil Service Update* to disseminate information on the activities of the Council and to publicize the contributions and concerns of civil service employees
  - ▶ Plans open forums with the chancellor and/or Human Resources (generally in the spring)
  
8. Range Employees Committee:
  - ▶ Is responsible for matters referred to it by the President of the Civil Service Council affecting Range Employees
  - ▶ Considers and acts on such other employment and compensation-related matters affecting range employees
  - ▶ Is responsible for making recommendations to the Chancellor for the distribution of salary increases to civil service range employees
  - ▶ Consists 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
  
9. Civil Service Benefits Committee
  - ▶ Reviews policies and procedures regarding position classifications, salary, performance evaluations, terms and conditions of employment, and other civil service benefits
  - ▶ Is 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
  - ▶ Reviews other staff benefit issues assigned by the chair
  
10. Officer Nomination Committee:
  - ▶ Consists of five (5) current members of the Council and/or past members of the Council (within one (1) year);
  - ▶ Is responsible for accepting and/or soliciting nominations for officers of the Council
  - ▶ Is 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
  - ▶ Is responsible for preparing the "Official Ballot" to elect the officers of the Council
  - ▶ Is responsible for the tallying and reporting of the official vote for the officers of the Council