

# Rules and Bylaws of the Professional and Scientific Council

## *Article I*

**Governance.** The Constitution of the Council of Professional and Scientific Employees of Iowa State University defines the purpose and functions of the council and its membership and election procedures. These Rules and Bylaws are adopted according to Article XVI of the Constitution.

## *Article II*

### **Officers.**

- Section 1  
**Definition.** The officers of the council shall be president, president-elect, past president, vice president for university planning and budget, vice president for university community relations, vice president for equity and inclusion, and secretary/treasurer, each of whom shall be a representative or officer at the time of election. The president and president-elect, while holding these offices cannot concurrently serve as a representative. All officers shall have full voting rights at council meetings.
- Section 2.  
**Term.** The person elected as president-elect will serve a three-year term as he or she will succeed to the offices of president and past president. The vice president for university planning and budget, vice president for university community relations, vice president for equity and inclusion, and secretary/treasurer shall serve one year terms. The exception would be in the event of an officer vacancy as outlined in Section 4 below.
- Section 3.  
**Election—Officers.** Nominations for officers shall be made at the February council meeting. At the March council meeting, additional nominations shall be accepted from the floor prior to each vote. The names of all officer nominees who indicate a willingness to serve shall be placed on the ballot. Election shall be by secret ballot at the March meeting, with the vote for president-elect to be held first. The seat vacated by the president-elect will be filled during the next council election. The elected president-elect and officers will begin the term of office after the last regular meeting of the council of Iowa State University's fiscal year.

**Election Process.** Election shall be by a majority vote of the representatives present and voting. Should there be more than two candidates for any election and none receives a majority of the votes after the first ballot, the candidate with the fewest votes will be removed from the ballot. This procedure will continue in successive ballots until one candidate receives a majority of the votes cast. When only two candidates appear on the ballot and a tie occurs, each of the candidate's names will be written on pieces of paper of the same size, placed in a container so that the names cannot be seen, and the presiding officer will make the drawing to determine the winner.

- Section 4  
**In The Event of Officer Vacancy.** Should the office of president become vacant, the president-elect is offered the opportunity to serve out the remainder of the current president's term, serve the following year as president, and follow the succession serving as past president the year following. If the president-elect declines, the council shall hold an election to fill the vacancy for the remainder of the president's term at the first meeting after the meeting at which the vacancy is announced.

If the office of president-elect, vice president for university planning and budget, vice president for university community relations, vice president for equity and inclusion, or secretary/treasurer becomes vacant, the council shall hold an election to fill the vacancy at the first council meeting after the meeting at which the vacancy is announced. With approval by a majority vote of the council members present and voting, the council may hold the election during the council meeting at which the vacancy is announced.

If a president-elect is elected during a special election, that person shall follow the succession and serve as president the following term. The area representative seat of an elected president or president-elect will be filled following the rules in Article VI.

### *Article III*

#### **Powers and Duties of Officers and the Executive Committee**

- Section 1  
**The President.** The president shall call the representatives to special meetings of the council, shall appoint members to standing and ad hoc committees, shall designate chairs of such committees, may appoint a parliamentarian, shall appoint members to university councils and committees where official representation is designated, shall nominate members to university councils and committees where the appointment is the responsibility of others, shall schedule and chair executive committee meetings, shall be the official spokesperson for the council, and will serve on the council's University Planning and Budget Committee.

The president, with the approval of the executive committee, may create ad hoc committees where deemed necessary and shall report promptly the creation of such committees to the council. The president, with the approval of the executive committee, may assign to standing or ad hoc committees items to study and prepare recommendations to the council. The council may also assign items to committee. The president, in the absence of the president-elect, will chair the council meeting.

- Section 2  
**The President-Elect.** The president-elect shall, in the absence or incapacity of the president, assume as necessary the duties of the president, and shall, at the request of the president, share in administering the council.

The president-elect shall schedule regular meetings of the council, shall call the representatives to regular meetings and chair each meeting of the council, and may notify University Relations of dates and locations for meetings. The president-elect shall be responsible for monitoring items of continuing council business and shall report to the council on a regular basis regarding the status of council actions. The president-elect will also serve on the council's University Planning and Budget Committee.

- Section 3  
**The Vice President for University Planning and Budget.** The vice president for university planning and budget shall be the lead council representative concerning university planning and budget, serve as chair of the council's University Planning and Budget Committee, and serve in other duties as assigned.
- Section 4  
**The Vice President for University Community Relations.** The vice president for university community relations shall represent the council at new employee orientation, coordinate question preparation and reporting for Campus Leaders Breakfasts, and serve in other duties as assigned.
- Section 5  
**The Vice President for Equity and Inclusion.** The vice president for equity and inclusion shall assist in recruiting individuals from underrepresented groups to become actively involved in the council, actively participate in the activities of inclusion-related organizations across campus, including the University Committee on Diversity and the Faculty and Staff Affinity Council; lead and facilitate the development and maintenance of inclusive practices within the council, such as programming, awards, etc. by interacting with the council sub-committees, and serve in other duties as assigned. The vice president of equity and inclusion or president's designee will be responsible for serving on the University Committee on Diversity during the course of the chair's elected position. The term of the appointment will follow the Council position term regardless of committee appointment term.
- Section 6  
**The Secretary/Treasurer.** The secretary/treasurer shall record and distribute the minutes of each regular and special meeting of the council and of the executive committee, and shall maintain a permanent record of these minutes and proceedings. Copies of the council minutes of each meeting shall be sent to each member of the council prior to the next meeting. The secretary/treasurer shall monitor the acquisition, budgeting, and disbursement of all council funds via appropriate university channels. In the event that the president and president-elect are unable to attend, the secretary/treasurer shall chair regular meetings of the council and executive committee.
- Section 7  
**The Past President** The past president shall advise and assist the president and

president-elect and serve on the council's Executive Committee and the University Planning and Budget Committee.

- Section 8

**The Executive Committee.** The Executive Committee shall be composed of the current officers and the chairs of standing council committees. The chairs of standing council committees serve as ex-officio members with full voting rights. A quorum for the executive committee shall be a majority of the current officers. The Executive Committee shall accept items of business to bring before the council and act for the council between regular meetings. The Executive Committee also acts as a cabinet for the president in an advisory capacity. If the president is unable to attend a meeting or event at which council representation has been requested, he/she shall turn the request over to the Executive Committee to fill and if not successful, then to the full council.

#### *Article IV*

#### **Committees**

- Section 1

**Council Committee Structure and Non-Council Members on All Council Committees.** Council representatives shall constitute a majority of each standing council committee. A council representative shall chair each standing or ad hoc committee. Non-council membership on all council committees may be open to only Professional and Scientific staff as classified by University Human Resources.

Ex-Officio and non-council members of council committees shall be non-voting members, except where otherwise noted in these rules and bylaws. These members can be excused from all or part of a meeting by majority vote from the committee.

- Section 2

**Standing Council Committees.** The following standing council committees, which must meet once a month or at the discretion of the chair, shall be established:

***University Planning and Budget.*** Membership will include the council president, president-elect, past president, vice president for university planning and budget, chair of the compensation and benefits committee or designee, and persons appointed by the council president. The vice president for university planning and budget will serve as or appoint a chair of the committee. The committee will advise the Iowa State University President and administrators on a wide range of issues related to strategic planning, the budget and other resource allocations. Planning, analysis, and policy as it pertains to these issues will be addressed and shared.

***Policies and Procedures.*** Membership will include at least five council representatives, one of whom shall be the chair as designated by the council president. The committee shall regularly assess the value and effectiveness of

university policies and procedures that pertain to Professional and Scientific staff and their implementation, and shall work with appropriate administrators to develop and recommend any revisions or alternative approaches that will best serve the interests of Professional and Scientific staff. The Chair of the Policies and Procedures Committee will be responsible for serving on the Policy Library Advisory Committee during the course of the chair's appointed position. If for any reason the chair is not able to serve, the president will appoint a designee, with preference given to current members of the Policies and Procedures Committee. The term of the appointment will follow the committee chair's term regardless of committee appointment term.

**Communication.** Membership will include at least three council representatives, one of whom shall be the chair as designated by the council president. The committee shall facilitate communication between council and Professional and Scientific staff. The committee shall recommend, develop, design, and implement activities to provide the council an awareness and understanding of employee's interests and concerns. The committee shall also disseminate information from the council to Professional and Scientific staff. The committee shall take an active role in planning and facilitating public presentations sponsored by the council.

**Representation.** Membership will include at least three council representatives, one of whom shall be the chair as designated by the council president. The committee shall organize and implement all election activities of the council. The committee shall publicize the names of the successful candidates. Election results shall be available upon request from the committee chair. At the direction of the council president and when council involvement is appropriate, the committee shall evaluate and recommend candidates for positions on other university councils and committees.

**Awards.** A majority of the membership shall be composed of council representatives, one of whom shall be the chair as designated by the council president. Non-council representatives may be added to provide representation from all Professional and Scientific areas. At the direction of the council president and when council involvement is appropriate, the committee shall evaluate and recommend candidates for honors.

**Peer Advocacy.** Membership will include at least three council representatives, one of whom shall be the chair as designated by the council president. The function of the committee will be to provide information to Professional and Scientific employees concerning employment and/or grievance issues. This committee will provide a means for employees to obtain a perspective about employment concerns from peers familiar with the policies and practices of the university. The committee will also seek to ensure that employees are made aware of relevant university resources.

**Compensation and Benefits.** Membership will include at least five council representatives, one of whom shall be the chair as designated by the council president. The committee shall work to ensure a fair and equitable financial

reward system for Professional and Scientific staff. The committee's responsibility shall be to assess the effectiveness of the university's classification and compensation system. The committee shall develop and recommend revisions to the plan as well as to provide counsel to the Professional and Scientific Council in the university's annual budgeting process. Recommendations shall pertain to issues such as budget requests for salary, salary distribution, and adjustments to the pay structure, and other compensation concerns. The committee shall also assess and make recommendations to the council on issues dealing with staff benefits. The Chair of the Compensation and Benefits Committee will be responsible for serving on the University Benefits Committee during the course of the chair's appointed position. If for any reason the chair is not able to serve, the president will appoint a designee, with preference given to current members of the Compensation and Benefits Committee. The term of the appointment will follow the committee chair's term regardless of committee appointment term.

**Professional Development Committee.** Membership will include at least three council representatives, one of whom shall be the chair designated by the council president. This committee has the responsibility of fostering and assisting the professional development of Professional and Scientific staff of Iowa State University.

- Section 3  
**Ad Hoc Committees.** Ad hoc committees may be created or dissolved by the president of the council. The president shall report back on the creation or dissolution of these committees to the full council.
- Section 4  
**Subcommittees.** Committee chairs shall be responsible for the creation of subcommittees, for the appointment of subcommittee chairs and other subcommittee members, and shall encourage the participation of non-council Professional and Scientific representatives on committees and subcommittees. Non-council Professional and Scientific representatives may serve as chairs of subcommittees.

## *Article V* **Representatives**

- Section 1  
**Election.** The election process timeline:  
December - The Communications Committee provides a current employee list to the Representation Committee.  
January – The Representation Committee reports at the regular council meeting the number of anticipated vacancies on council for the upcoming year.  
February – Open nominations are held for vacancies on council.  
March – Representative elections are held.  
April – Election results are made public.  
June – Newly elected representatives shall be seated at the end of the last

regular meeting of the Iowa State University fiscal year.

Election shall be by secret ballot. Vacancies shall be filled by the candidates receiving the most votes. If vacancies in an area exist for different length terms, the candidate receiving the most votes shall fill the term with the longest duration. If there is a tie for one vacancy, a run-off election between the tied candidates shall be held within 15 days. Run-offs that result in a tie shall be decided by the flip of a coin. Elections shall be held each spring term.

- Section 2

**Representation Areas.** Representation on the council shall be from the following organizational areas within the university: Division of Academic Affairs, Division of Business and Finance, President's Office, and Division of Student Affairs.

Representation within the Division of Academic Affairs shall be based on the total number of Professional and Scientific staff serving the division. There shall be at least one designated representative per identified area based on the Iowa State University organizational chart. These identified areas within the Division of Academic Affairs include the following: Research and Economic Development, Extension & Outreach, Library, Information Technology Services, College of Agriculture & Life Sciences, College of Business, College of Design, College of Engineering, College of Human Sciences, College of Liberal Arts & Sciences, College of Veterinary Medicine, Graduate College, Ames Laboratory, and Senior Vice President & Provost Office.

Should an identified area not be able to provide an employee to fill their designated representative position, a representative shall be assigned as a liaison to that area.

In accordance with pertinent articles of the constitution, the Representation Committee shall report to the council any adjustments that are necessary to maintain an orderly turnover of approximately one-third of the representatives of the council each year. The committee shall likewise report any adjustments necessary to ensure continuity of representation in each area.

The Representation Committee shall review the results of the vote and, should any voting irregularities be evident, reconvene voting for any affected areas.

- Section 3

**Filling Area Representative Vacancies.** As soon as possible, the Representation Committee, with the assistance of the remaining representatives in the area in which the vacancy has occurred, shall report to the council president a list of one or more candidates for appointment to fill the vacancy.

At the next regular council meeting following the report, the council president shall nominate a representative to fill the vacancy. The term of the appointed representative shall be until the next regular election. Except for length of term, the appointed representative shall have the same duties and responsibilities of an

elected council representative. The appointment by the council president shall be approved by majority vote of representatives present and voting. The position filled by appointment shall become a vacant position to be filled during the next regular council election.

- Section 4  
**Additional Responsibilities.** Professional and Scientific Council members may be invited to represent the council at non Professional and Scientific Council meetings or events.

#### *Article VI*

### **Conduct of Meetings**

- Section 1  
**Parliamentary Authority.** Meetings of the council shall be conducted informally. The authority in questions of proper procedure shall be the current version of Robert's Rules of Order Newly Revised.
- Section 2  
**Roll Call Votes.** Any representative may request a roll call vote, which shall be recorded in the minutes.
- Section 3  
**Quorum.** A quorum of the council shall be a majority of the members.
- Section 4  
**Agenda.** The president-elect, with the approval of the president, shall circulate an agenda at least one day prior to each regular meeting. The agenda shall be subject to amendment and shall be approved by the council at the beginning of the meeting. Standing Committees have the option to meet the hour before the council meeting.
- Section 5  
**Speaking Before the Council.** Any council representative may speak on any issue on the agenda. Any guest may be added to the agenda by the invitation of the president, president-elect, or the executive committee. If a guest attends a regular council meeting and wishes to be added to the agenda, approval shall be by a majority vote of the council representatives present and voting.
- Section 6  
**Eligible Voters and Substitutes.** All elected council representatives, their approved substitutes, and officers who are in attendance at the council meeting are eligible to vote on motions and other voting matters before council. A simple majority of the members present and voting will carry the motion or voting matter, unless specified otherwise in the Rules and Bylaws of the Professional and Scientific Council or in the parliamentary authority. Substitutes shall be currently



employed Professional and Scientific staff members. Any elected council member may request a vote to deny a substitute the ability to serve as a council representative at that meeting. A two-thirds majority vote of elected councilors present and voting is required to deny representative status to a substitute.

#### *Article VII*

##### **Dismissal from the Council.**

- Section 1  
**Dismissal Request.** A request for dismissal of a representative must be added to the meeting agenda and a vote must be held. If the request is approved by a simple majority of the council members present and voting, the representative's name shall be placed on the next council meeting agenda for dismissal.

The executive committee will notify the representative in writing at least 14 days prior to the next council meeting. Notification shall include a statement of charges against the representative. The representative may speak on his/her behalf at the council meeting. A vote for dismissal will be cast by secret ballot during the meeting. The dismissal requires two-thirds approval by council members present and voting.

The president or executive committee may grant a postponement of action against a representative, but in no case may postponement be granted for more than one meeting following the originally scheduled dismissal action.

- Section 2  
**Dismissal Due to Absence.** The name of a representative who is absent from three council meetings per fiscal year without a substitute or five council meetings per fiscal year with a substitute may be placed on the agenda for dismissal at the next executive committee meeting following the most recent absence.

The executive committee shall notify the representative at least five days prior to the executive committee meeting. The representative will have the opportunity to provide an oral or written response to be considered by the executive committee.

A vote for dismissal will be cast by secret ballot. The dismissal requires two-thirds approval by the executive committee members present and voting. Upon approval, the representative's position shall be declared vacant, and subsequently be filled.

#### *Article VIII*

**Dismissal from Office.** A request for dismissal of an officer must be added to the meeting agenda and a vote must be held. If the request is approved by a simple majority of the members present and voting, the officer's name shall be placed on the next council meeting agenda for dismissal.

The executive committee will notify the officer in writing at least 14 days prior to the next

council meeting. Notification shall include a statement of charges against the officer. The officer may speak on his/her behalf at the council meeting. A vote for dismissal will be cast by secret ballot during the meeting. The dismissal requires two-thirds approval by council members present and voting.

The officer in question may request a postponement of action that must be upheld by a majority of the council members present and voting, but in no case may postponement be granted for more than one meeting following the originally scheduled dismissal action. An officer who has been removed from office under the provisions of this article remains a representative.

If the officer in question is the president-elect, the president shall preside during the meeting at which dismissal action is taken.

#### *Article IX*

**Amendments.** This document may be amended by a majority of the council members present and voting. Proposed amendments shall be presented in writing at the regular meeting immediately prior to the meeting at which the amendments will be voted upon.

#### *Article X*

##### **Professional and Scientific Council Operations:**

###### Motions

Upon receipt of a draft of a policy, procedure, or a response, a motion may be written. :

1. The motion will be assigned a number to be used as a reference for future discussion.
2. The motion and supporting documents will be maintained in the Professional and Scientific council docket.
3. The motion will be presented for discussion at a meeting of council.
4. Action on the motion will be automatically postponed until the next meeting allowing Professional and Scientific representatives' time to solicit constituent input.
5. The postponed motion will appear on the next meeting agenda under unfinished business.

If the council wishes to act upon a motion related to the referenced item at the meeting it is introduced, a motion to suspend the rules must be made and seconded. Two-thirds of the members present and voting must approve suspension of the rules. Once the rules have been suspended, the council can then proceed to act on the motion.

The council president will:

1. Forward motions approved by the council to the University administration.
2. Assist the president-elect in keeping the status of referenced items current.