

IOWA STATE UNIVERSITY

Professional and Scientific Council

Council Motion: Motion to Amend the Rules and Bylaws of the Professional and Scientific Council

Submitted by: Executive Committee

Date: November 7, 2024 – First Reading
December 5, 2024 – Second Reading and Vote

Whereas: The Professional and Scientific Council desires to make more efficient use of Councilors' time. Additionally, Council wants to better align officers and standing committees with the current needs of Professional & Scientific employees.

It is moved: To amend the Rules & Bylaws of the Professional and Scientific Council as presented.

Distribution: Wendy Wintersteen, President
Jason Keith, Senior Vice President and Provost
Sean Reeder, Senior Vice President for Operations and Finance
Toyia Younger, Senior Vice President for Student Affairs
Kristi Darr, Vice President of University Human Resources

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- Article II § 3. Election timeline.
 - Current
 - ✓ December – The Vice President for Communications and Community Relations provides the Governance Committee with a list of eligible employees.
 - Proposed
 - ✓ December – The Governance Committee will be provided with a list of eligible employees.

- Article II § 5. Terms of representatives.
 - Current
 - ✓ Article II § 5. Terms of representatives. Representatives will serve one-, two-, or three-year terms as determined in this section. In accordance with pertinent articles of the Constitution, the Governance Committee will provide for and report to the Council any adjustments that are necessary to provide for the election of approximately one-third of the representatives of the Council each year. The committee will place candidates receiving the most votes in vacancies with the longest available terms until all vacancies are filled. If there is a tie vote which affects the length of the term of two or more candidates, the committee will place candidates by the flip of a coin or other random process. If there is a tie for the final available vacancy, the Governance Committee will hold a run-off election between such candidates within 15 days. Run-offs that result in a tie will be decided by the flip of a coin.
 - Proposed
 - ✓ Article II § 5. Terms of representatives. Representatives will serve a three-year term. No representative may be elected for more than two terms in succession. If there is a tie for the final available vacancy, the Governance Committee will hold a run-off election between such candidates within 15 days. Run-offs that result in a tie will be decided by the flip of a coin.

- Article II § 9. Vacancies.
 - Current
 - ✓ § 9. Vacancies. In the event of a vacancy on the Council, the Governance Committee, with the assistance of the remaining representatives in the area in which the vacancy has occurred, will provide the president a list of nominees equal to the number of vacancies. Nominees must be eligible to serve as representatives. Nominees will first be chosen from the list of candidates from the most recent Council election, with priority given to those receiving the most votes. If upon inquiry a potential nominee declines the nomination, the committee must consider the next such person from the election list. If such list is exhausted, the committee may consider any other willing Professional and Scientific employee. If practicable, at the next regular council meeting following the vacancy the president will nominate a person from the list to fill the vacancy. The nomination must be approved by a majority vote of representatives present and voting. The appointed representative will serve for the remainder of the university's fiscal year, and will have the same duties and responsibilities of an elected representative.
 - Proposed
 - ✓ § 9. Vacancies. In the event of a vacancy on the Council, the Governance Committee will provide the president a list of nominees equal to the number of vacancies. Nominees must be eligible to serve as representatives. Nominees will first be chosen from the list of candidates from the most recent Council election, with priority given to those receiving the most votes. If upon inquiry a potential nominee declines the nomination, the committee must consider the

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next such person from the election list. If such list is exhausted, the committee may consider any other willing Professional and Scientific employee. Once the Governance Committee provides the president with a list of nominees, the president will make the appointment which will take effect immediately upon acceptance. At the next regular council meeting or by other means of communication, the president will announce the appointment. The appointed representative will serve for the remainder of the university's fiscal year and will have the same duties and responsibilities as an elected representative.

- Article III § 1. Generally.
 - Current
 - ✓ § 1. Generally. The Council will have a president, president-elect, past president, vice president for compensation and benefits, vice president for communication and community relations, vice president for diversity, equity, and inclusion, and secretary/treasurer, each of whom will be a representative or officer at the time of their election. The president and president-elect, while holding such offices, cannot concurrently serve as a representative. No person will concurrently hold more than one office, though an officer may temporarily act on behalf of others. All officers will have full voting rights at council meetings.
 - Proposed
 - ✓ § 1. Generally. The Council will have a president, president-elect, past president, and secretary/treasurer, each of whom will be a representative or officer at the time of their election. The president, president-elect, and past president, while holding such offices, cannot concurrently serve as a representative. No person will concurrently hold more than one office, though an officer may temporarily act on behalf of others. All officers will have full voting rights at council meetings.
- Article III § 2. Terms of office.
 - Current
 - ✓ § 2. Terms of office. The president-elect will serve a three-year term because he or she will succeed to the offices of president and past president, each for one year, and vice presidents and the secretary/treasurer will serve one-year terms.
 - Proposed
 - ✓ § 2. Terms of office. The president-elect will serve a three-year term because he or she will succeed to the offices of president and past president, each for one year, and the secretary/treasurer will serve one-year terms.
- Article V. Committees
 - Current
 - ✓ § 1. Council committees and eligibility to serve on committees.
 - ✓ § 2. Executive Committee.
 - ✓ § 3. Peer Advocacy and Policy.
 - ✓ § 4. Governance.
 - ✓ § 5. Awards.
 - ✓ § 6. Compensation and Benefits.
 - ✓ § 7. Professional Development.
 - ✓ § 8. Diversity, Equity, and Inclusion.
 - ✓ § 9. Ad Hoc Committees.
 - ✓ § 10. Subcommittees.

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- ✓ § 11. Vice-Chairs.
- Proposed
 - ✓ § 1. Council committees and eligibility to serve on committees.
 - ✓ § 2. Executive Committee.
 - ✓ § 3. Community Relations and Advocacy. The Community Relations and Advocacy Committee will focus on fostering positive relationships within the community and advocating for various causes. Their responsibilities include promoting communication, addressing employee concerns, ensuring equity and inclusion, and actively engaging in public presentations.
 - ✓ § 4. Governance.
 - ✓ § 5. Awards.
 - ✓ § 6. Compensation and Benefits.
 - ✓ § 7. Professional Development.
 - ✓ § 8. Ad Hoc Committees.
 - ✓ § 9. Subcommittees.
 - ✓ § 10. Vice-Chairs.
- Article IV. Powers and Duties of Officers.
 - Current
 - ✓ § 1. Duties of officers generally.
 - ✓ § 2. The President.
 - ✓ § 3. The President-Elect.
 - ✓ § 4. The Vice President for Compensation and Benefits.
 - ✓ § 5. The Vice President for Communications and Community Relations.
 - ✓ § 6. The Vice President for Diversity, Equity, and Inclusion.
 - ✓ § 7. The Secretary/Treasurer. The secretary/treasurer will record and distribute the minutes of each regular and special meeting of the Council and of the Executive Committee, and will maintain a permanent record of these minutes, attendance, and proceedings. Copies of the minutes of each council meeting and budget updates will be sent to each representative prior to the next meeting. The secretary/treasurer will coordinate the scheduling of all meeting spaces. The secretary/treasurer will monitor the acquisition, budgeting, and disbursement of all Council funds via appropriate university channels.
 - ✓ § 8. The Past President.
 - Proposed
 - ✓ § 1. Duties of officers generally.
 - ✓ § 2. The President.
 - ✓ § 3. The President-Elect.
 - ✓ § 4. The Secretary/Treasurer. The secretary/treasurer will record and distribute the minutes of each regular and special meeting of the Council and of the Executive Committee, and will maintain a permanent record of these minutes, attendance, and proceedings. Copies of the minutes of each council meeting and budget updates will be sent to each representative prior to the next meeting. The secretary/treasurer will coordinate the scheduling of all meeting spaces. The secretary/treasurer will monitor the acquisition, budgeting, and disbursement of all Council funds via appropriate university channels. The secretary/treasurer will serve solely on the Executive Committee.
 - ✓ § 5. The Past President.

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➤ Article V. § 6. Compensation and Benefits.

▪ Current

- ✓ § 6. Compensation and Benefits. The Compensation and Benefits Committee will work to ensure a fair and equitable financial reward system, including salaries and benefits, for Professional and Scientific employees. The vice president of compensation and benefits will chair the Compensation and Benefits committee. The committee's responsibility will be to assess the effectiveness of, and develop and recommend revisions to, the university's classification and compensation system. The committee will also advise the Council regarding the university's annual budgeting process, and prepare, for consideration by the Council, recommendations to university administrators regarding salaries, salary distribution, and adjustments to the pay structure, employee benefits, and other compensation concerns. The vice president of compensation and benefits will serve on the University Benefits Advisory Council (UBAC) and the UBAC Admin team. If for any reason the chair is not able to serve, the chair may designate another committee member to serve in their place.

▪ Proposed

- ✓ § 6. Compensation and Benefits. The Compensation and Benefits Committee will work to ensure a fair and equitable financial reward system, including salaries and benefits, for Professional and Scientific employees. The committee's responsibility will be to assess the effectiveness of, and develop and recommend revisions to, the university's classification and compensation system. The committee will also advise the Council regarding the university's annual budgeting process, and prepare, for consideration by the Council, recommendations to university administrators regarding salaries, salary distribution, and adjustments to the pay structure, employee benefits, and other compensation concerns. The chair of the Compensation and Benefits Committee will serve on the Employee Benefits Advisory Committee (EBAC). If for any reason the chair is not able to serve, the chair may designate another committee member to serve in their place.