

Article II Officers.

Section 1

Definition. The officers of the council shall be president, president-elect, vice president for university planning and budget, vice president for university community relations, and secretary each of whom shall be a representative or officer at the time of election. The president and president-elect, while holding these offices, can not 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, and secretary 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 – President-Elect. Nominations for president-elect shall be made at the December council meeting. At the January council meeting, additional nominations shall be accepted from the floor. The names of all nominees for president-elect that indicate a willingness to serve shall be placed on the ballot. Election shall be by secret ballot at the January meeting. The seat vacated by the president-elect will be filled during the next regular election. The elected president-elect will begin the term of office after the last regular meeting of council of Iowa State University’s fiscal year.

Election – Vice Presidents and Secretary. Nominations for vice president for university planning and budget, vice president for university community relations, and secretary shall be made at the April meeting. At the May meeting of the council, additional nominations shall be accepted from the floor. The names of all nominees for each position that indicate a willingness to serve shall be placed on the ballot. Election shall be by secret ballot at the May meeting. The elected vice presidents and secretary will each begin his or her term of office after the last regular meeting of council of Iowa State University’s fiscal year.

Election Process. Election shall be by a majority vote of the representatives present. Should there be more than two candidates for any election and none receives a majority of the vote 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 can not 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 for any reason, 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 offer, 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 ~~president,~~ president-elect, vice president for university planning and budget, vice president for university community relations, or ~~and~~ secretary is unable to complete the term of office, ~~a special election will be held following the rules in Article XII to elect a person to complete the official term.~~ 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, 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

Executive Committee.

[The deletion of Article III and XII will require editorial changes in various Sections which are not reflected in this draft.]

Article ~~IV~~ 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, ~~who need not be a representative and who will be present at each P&S Council meeting,~~ shall appoint members to university councils and committees where official representation is designated, shall nominate members to university councils and committees where appointment thereof rests with other individuals, and shall be the official spokesperson for the council.

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 and executive committee 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 and the executive committee subject to council approval, shall call the representatives to regular meetings and chair each meeting of the council and the executive committee, and shall notify University Relations of dates and locations for future meetings. The president-elect shall be responsible for monitoring items of continuing council business and shall report to council on a regular basis regarding the status of council actions.

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 university planning and budget standing 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 council at new employee orientation, coordinate question preparation and reporting for Campus Leaders Breakfasts, represent council at other activities, and serve in other duties as assigned.

Section ~~3~~ 5

The Secretary. The secretary shall supervise the recording and distribution of 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 and a summary of actions shall be sent to Iowa State University's news service. The secretary shall supervise the acquisition, budgeting, and disbursement of all council funds via appropriate university channels.

Section 6

The Past President The past-president shall advise and assist the president and president-elect and serve on the council's executive and university planning and budget standing committees.

Section ~~4~~ 7

The Executive Committee. The executive committee shall be composed of the current officers, the past president, and the chairs of standing committees. The past president and the chairs of standing 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 ~~V~~ IV

Committees

Section 2

Standing Committees. The following standing 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, at-large ~~University Planning and Budget Executive Committee member representing the council~~, and one or more persons appointed by the P&S Council president. The vice president for university planning and budget ~~P&S Council president~~ 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.

Article ~~VI~~ V

Election Procedure for Representatives

Article ~~VII~~ VI

Filling Area Representative Vacancies.

Article ~~VIII~~ VII

Conduct of Meetings

Section 6

Eligible Voters. All elected council members or their approved substitutes and officers who are in attendance at the council meeting, ~~including the meeting chair~~, are eligible to vote on motions and other voting matters before council. Simple majority voting will carry the motion or voting matter, unless specified otherwise in the Rules and Bylaws of the Professional and Scientific Council.

Article ~~IX~~ VIII
Substitute Participation.

Article ~~X~~ IX
Dismissal from the Council.

Article ~~XI~~ X
Dismissal from Office.

~~Article XII~~
~~**Filling Officer and Executive Committee Position Vacancies.**~~

Article ~~XIII~~ XI
Amendments.

Article ~~XIV~~ XII
P&S Council Operations.