

# Rules and Bylaws of the Professional and Scientific Council

## Article I. Bylaws adopted.

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. Representatives.

§ 1. **Eligibility.** The Council shall be primarily composed of representatives. Eligibility to serve as a representative shall be determined pursuant to the Constitution.

§ 2. **Representation areas.** Representation on the Council shall be based annually on the university divisions as represented on the Iowa State University organizational chart as of December 31st of the year prior to the election. Representation within each university division shall be based on the total number of Professional and Scientific employees as determined by the December payroll. Within the Office of the Senior Vice President and Provost there shall be at least one designated representative per identified College or Unit as stated on the Iowa State University organizational chart as of December 31st of the year prior to the election. In accordance with pertinent articles of the Constitution, the Representation Committee shall report any adjustments necessary to promote continuity of representation in each area. To the greatest extent possible, the committee shall ensure that liaisons represent the area in which they are employed, but if, after an election, no representative is elected from a representation area, the committee shall designate a representative to serve as the liaison to such area.

§ 3. **Election timeline.** Representatives on the Council shall be elected consistent with the following timeline:

December – The Communications Committee provides the Representation Committee with a list of eligible employees.

January – The Representation Committee reports at the regular council meeting the number of anticipated vacancies within each representation area for the upcoming year.

February – The Representation Committee solicits nominations within each of the representation areas.

March – The Representation Committee holds elections.

April – The Representation Committee publishes the names of newly-elected representatives.

June – Newly-elected representatives are seated at the end of the last regular meeting of the year with representative terms of office starting at the beginning of the following fiscal year.

§ 4. **Election process.** The Representation Committee shall publish information for Professional and Scientific employees regarding elections for representatives. The committee shall establish appropriate processes for the receipt of nominations, the dissemination of information about candidates, and the receipt of votes, which shall provide for secret balloting. The Representation Committee shall review the results of the vote and, should any voting irregularities be evident, reconvene voting for any affected areas.

§ 5. **Terms of representatives.** Representatives shall serve one-, two-, or three-year terms as determined in this section. In accordance with pertinent articles of the Constitution, the Representation Committee shall 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 shall 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 shall place candidates by the flip of a coin or other random process. If there is a tie for the final available vacancy, the Representation Committee shall hold a run-off election between such candidates within 15 days. Run-offs that result in a tie shall be decided by the flip of a coin.

§ 6. **Duties of representatives.** Representatives shall attend regular meetings of the Council. Upon appointment by the president, or otherwise as provided in these rules and bylaws, representatives shall also: serve on a standing committee and actively contribute to the work of the committee; provide information regarding Council activities to employees in their area of representation; with their consent, serve on an ad hoc committee or university councils or similar organizations; and, with their consent, represent the Council at other meetings or events. University-level council or committee appointments shall terminate immediately when the person no longer serves on the Council, regardless of the university council's or committee's term-of-appointment rules.

§ 7. **Dismissal of representatives.** The Council may remove a representative from the Council upon a motion made by any representative, officer, or committee and duly considered and approved by the Council. The motion must allege specific misconduct, nonfeasance, or excessive absences. The phrase "excessive absences" shall mean that the representative was absent from three council meetings per fiscal year without a substitute or five council meetings per fiscal year with a

substitute.

§ 8. **Process on motion to remove representative.** A motion to dismiss a representative must be an agenda item at a regular council meeting, no less than 14 days after a copy of the motion is provided to the subject representative by the Executive Committee. The president or the Executive Committee may grant a postponement of consideration of the motion, but in no event may postponement be granted for more than one council meeting. The subject representative may provide a written statement, which shall be timely distributed to all representatives and officers, and shall be entitled to speak in answer to the motion at the council meeting. A motion for removal may not be amended during a council meeting, and no amended motion shall be considered at a regular council meeting except in accordance with all provisions of this section or as otherwise required by these rules and bylaws. Votes on the motion shall be cast by secret ballot, and shall be counted by the Representation Committee. A representative shall only be dismissed upon an affirmative vote of two-thirds of the members present and voting.

§ 9. **Vacancies.** In the event of a vacancy on the Council, the Representation Committee, with the assistance of the remaining representatives in the area in which the vacancy has occurred, shall provide the president a list of nominees equal to the number of vacancies. Nominees must be eligible to serve as representatives. Nominees shall 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 shall 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 shall serve for the remainder of the university's fiscal year, and shall have the same duties and responsibilities of an elected representative.

### Article III.

#### Officers.

§ 1. **Generally.** The Council shall have a 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 their election. The president and president-elect, while holding such offices, cannot concurrently serve as a representative. No person shall concurrently hold more than one office, though an officer may temporarily act on behalf of others. All officers shall have full voting rights at council meetings.

§ 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 shall serve one-year terms.

§ 3. **Nominations.** Nominations shall be made beginning at the February council meeting and concluding at the March council meeting. Nominations shall be accepted during these meetings and in writing between these meetings. The names of all 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 of the representative vacated by the president-elect will be filled during the next council election. The officers will begin their terms of office at the beginning of the following fiscal year.

§ 4. **Election process.** The election of officers 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 draw to determine the winner. If there is only one candidate, the president-elect may call for a voice vote unless a motion is made for a roll-call vote.

§ 5. **Dismissal from office.** The Council may remove an officer from an office upon a motion made by any representative, officer, or committee and duly considered and approved by the Council pursuant to the same procedures for the removal of representatives from the Council. Such motion may concurrently seek dismissal of the person from the Council. If the officer in question is the president-elect, the president-elect shall be recused from any duty relevant to the motion, and the president shall preside during the meeting at which the motion is considered.

§ 6. **Vacancies.** Should the office of president become vacant, the president-elect shall be offered the opportunity to serve the remainder of the president's term, serve the following year as president and then as past president. 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 any other office, except that of past president, 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, but with the approval of a majority of members present and voting the Council may hold such election during the council meeting at which the vacancy is announced. If a president-elect is elected during a special election, that person shall serve as described in Section 2. If necessary the area representative seat of an elected president or president-elect will be filled pursuant to Article VI.

Article IV.  
Powers and Duties of Officers.

§ 1. **Duties of officers generally.** Officers, or as otherwise permitted their designees, shall attend regular meetings of the Council, the Executive Committee, the appropriate standing committee, and university-level councils or committees as required herein. University-level appointments shall terminate immediately when the person no longer serves in their Council office or as chair of the appropriate standing committee, regardless of the university council's or committee's term-of-appointment rules. With their consent, officers may serve on an ad hoc committee or university councils or similar organizations, and, upon request, represent the Council at other meetings or events.

§ 2. **The President.** The president shall be the chief executive of the Council and, except as otherwise designated, will serve as the primary liaison to university administrators and units. The president 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 or requested, shall nominate members to university councils and committees where the appointment is the responsibility of others, shall schedule and chair executive committee meetings, shall call the representatives to special meetings of the Council, shall be the official spokesperson for the Council, and shall serve on the Council's University Planning and Budget and Equity and Inclusion Committees. The president, with the approval of the Executive Committee, may assign to standing or ad hoc committees items for study and request recommendations for consideration by the Council. The Council may similarly assign items to committees. The president will act, as appropriate, in the absence of the president-elect.

§ 3. **The President-Elect.** The president-elect shall, in the absence or incapacity of the president, assume as necessary the duties of the president. The president-elect shall schedule regular meetings of the Council, call the representatives to regular meetings and chair each meeting of the Council, and 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, and otherwise assist the president as requested. The president-elect will also serve on the Council's University Planning and Budget and Equity and Inclusion Committees.

§ 4. **The Vice President for University Planning and Budget.** The vice president for university planning and budget shall, in addition to serving in other capacities as assigned, be the lead Council representative concerning university planning and budgeting, and serve as chair of the Council's University Planning and Budget Committee.

§ 5. **The Vice President for University Community Relations.** The vice president for university community relations shall serve as the face of the Council to P&S employees. The duties of the vice president for university community relations shall include, but are not limited to, promoting the Council at University New Employee Orientation sessions, coordinating communications between representatives and the areas they serve, coordinating questions for and reporting on Campus Leaders Breakfasts, and promoting the accomplishments of P&S employees across the university. The vice president for university community relations shall sit on the Communications Committee, and attend other committee meetings as appropriate.

§ 6. **The Vice President for Equity and Inclusion.** The vice president for equity and inclusion shall serve as chair of the Council's Equity and Inclusion Committee, assist in recruiting individuals from underrepresented groups to become actively involved in the Council, participate in the activities of inclusion related organizations across campus, including the VPDI Council and the Faculty and Staff Affinity Council, lead and facilitate the development and maintenance of inclusiveness practices within the Council (such as programming and awards, by interacting with Council committees), and serve in other capacities as assigned. The vice president of equity and inclusion shall serve on the VPDI Council.

§ 7. **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 minutes of each council meeting shall be sent to each representative prior to the next meeting. The secretary/treasurer shall monitor the acquisition, budgeting, and disbursement of all Council funds via appropriate university channels.

§ 8. **The Past President** The past president shall advise and assist the president and president-elect and serve on the Executive Committee, the University Planning and Budget Committee, and the Equity and Inclusion Committee. In the event that the president and president-elect are unable to attend a regular or special meeting of the Council or of the Executive Committee, the past president shall chair such meeting.

#### Article V. Committees.

§ 1. **Council committees and eligibility to serve on committees.** The Council shall establish standing committees, as described in this Article, which shall generally meet once per month or at the discretion of the committee chair. Representatives shall constitute a majority of each standing committee, and a representative shall chair each standing or ad hoc committee. Other Professional and Scientific employees, as classified by University Human Resources, may as appropriate serve on committees. Only members shall have voting privileges on committees except

where otherwise noted in these Rules and Bylaws. Non-voting members can be excused from all or part of a meeting by majority vote of the committee. The language in this section notwithstanding, the composition of the Executive Committee and the University Planning and Budget Committee shall be as described in sections 2 and 3.

**§ 2. Executive Committee.** There shall be an Executive Committee, which shall be composed solely of the current officers and the chairs of standing committees. The chairs of standing committees serve as ex-officio members with full voting rights. A quorum 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 act in an advisory capacity to the president. If the president is unable to attend a meeting or event at which Council representation has been requested, he or she shall refer the request to the Executive Committee. The president may invite guests, including the chairs of ad hoc committees, to present information to the committee.

**§ 3. University Planning and Budget.** There shall be a University Planning and Budget Committee composed of the president, president-elect, past president, and vice president for university planning and budget; the university's Assistant Vice President for Financial and Capital Planning (or designee); representatives from the university's divisional budget advisory committees; and two university-level fiscal officers. One fiscal officer shall be from a small college and the other from a large college, and each shall rotate among appropriate colleges every two to three years on a staggered cycle. The vice president for university planning and budget shall serve as or appoint a chair of the committee. The committee shall focus on university-level strategic planning, budgeting, and resource allocation issues.

**§ 4. Policies and Procedures.** There shall be a Policies and Procedures Committee composed of at least five representatives, one of whom shall be the chair as designated by the president. The committee shall regularly assess the value, effectiveness, and implementation of university policies and procedures that pertain to Professional and Scientific employees, 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 employees. The committee will periodically assess and recommend amendments to, and maintain these Rules and Bylaws as it deems necessary. Upon request, the committee will assist any council member, officer, or committee to evaluate or draft proposed change(s) to the Rules and Bylaws. The chair of the committee shall serve on the University's Policy Library Advisory Committee. If for any reason the chair is not able to serve, the president shall appoint a designee, with preference given to current members of the Policies and Procedures Committee.

**§ 5. Communication.** There shall be a Communication Committee composed of at least three representatives, one of whom shall be the chair as designated by the

president. The committee shall facilitate communication between the Council and Professional and Scientific employees. The committee shall recommend, develop, design, and implement strategies and activities to obtain information and input regarding employees' interests and concerns. The committee shall also disseminate information from the Council to Professional and Scientific employees. The committee shall take an active role in planning and facilitating public presentations sponsored by the Council.

§ 6. **Representation.** There shall be a Representation Committee composed of at least three representatives, one of whom shall be the chair as designated by the president. The committee shall organize and implement all election activities as required by these Rules and Bylaws. Election tallies shall not be published, but the Representation Committee shall provide election tallies to standing committee chairs upon request. At the direction of the president and when Council involvement is appropriate, the committee shall evaluate and recommend candidates for positions on other university councils and committees.

§ 7. **Awards.** There shall be an Awards Committee. Professional and Scientific employees who are not representatives may be appointed to provide representation from all representation areas. The Awards Committee shall advocate for, and assist in the administration of, awards and honors for individual Professional and Scientific employees and groups that include Professional and Scientific employees. The Awards Committee shall, among other activities, plan and host the annual CYtation Awards Ceremony, develop new Council awards and honors, advertise awards and honors available to Professional and Scientific employees, and provide preliminary screening for University- and Regents-level awards and honors.

§ 8. **Peer Advocacy.** There shall be a Peer Advocacy Committee composed of at least three representatives, one of whom shall be the chair as designated by the president. The committee shall provide information to, and may advocate on behalf of, Professional and Scientific employees with respect to, for example, issues concerning employment or grievance concerns. The 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.

§ 9. **Compensation and Benefits.** There shall be a Compensation and Benefits Committee composed of at least five representatives, one of whom shall be the chair as designated by the president. The committee shall work to ensure a fair and equitable financial reward system, including salaries and benefits, for Professional and Scientific employees. The committee's responsibility shall be to assess the effectiveness of, and develop and recommend revisions to, the university's classification and compensation system. The committee shall 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, adjustments to the pay structure, employee

benefits, and other compensation concerns. The chair shall serve on the University Benefits Committee. 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.

§ 10. **Professional Development.** There shall be a Professional Development Committee composed of at least three representatives, one of whom shall be the chair as designated by the president. This committee shall organize and host professional development events for Professional and Scientific employees.

§ 11. **Equity and Inclusion.** There shall be an Equity and Inclusion Committee composed of the president, president-elect, past president, vice president for equity and inclusion, and persons appointed by the president consistent with these Rules and Bylaws. The vice president for equity and inclusion will serve as or appoint a chair of the committee. The committee will provide information and advice to the Iowa State University president and administrators on a wide range of issues related to the topics of diversity, equity, and inclusion. Planning, analysis, and policy as it pertains to these issues will be addressed and shared.

§ 12. **Ad Hoc Committees.** The president, with the approval of the Executive Committee, may create, appoint, and dissolve ad hoc committees, and shall report to the Council on the creation, appointments, activities, and dissolution of such committees.

§ 13. **Subcommittees.** Committee chairs may create, and appoint members and chairs of, subcommittees, and shall encourage the participation of Professional and Scientific employees who are not representatives, who may serve as chairs of subcommittees.

## Article VI. Conduct of Meetings.

§ 1. **Parliamentary authority.** Meetings of the Council shall be conducted informally and as specifically provided by these rules and bylaws. Otherwise the authority in questions of proper procedure shall be the current version of Robert's Rules of Order Newly Revised.

§ 2. **Quorum.** A quorum of the Council shall be a majority of the members.

§ 3. **Seating of substitutes.** Substitutes shall be seated after the determination of a quorum. Substitutes must be Professional and Scientific employees. Any representative may request a vote to deny a substitute the ability to serve at that meeting. A two-thirds majority vote of representatives present and voting is required to deny the seating of a substitute.

§ 4. **Agenda.** The president-elect, with the approval of the president, shall

circulate an agenda at least one day prior to each regular meeting. Guest speakers may be added to the agenda by the invitation of the president, president-elect, or the Executive Committee. The agenda, including the addition of guest speakers at the time of the meeting, shall be subject to amendment and shall be approved by the Council by a majority vote of representatives present.

§ 5. **Speaking before the Council.** Representatives, substitutes, and officers may speak on any issue on the agenda.

§ 6. **Eligible voters.** All representatives, substitutes, and officers in attendance at the council meeting may vote on motions and other matters requiring a vote . A simple majority of the members present and voting will carry the question unless otherwise specified in these Rules and Bylaws or in the parliamentary authority.

§ 7. **Roll call votes.** Any representative may request a roll call vote, which shall be recorded in the minutes.

#### Article VII. Council business.

§ 1. **Motions generally.** The Council shall, except as otherwise provided in these rules and bylaws or the parliamentary authority, conduct business via motions duly considered at regular council meetings. Motions may be made by any representative, officer, or committee.

§ 2. **Written motions.** The president-elect shall assign a reference number to a written motion as a reference for future discussion. The motion and any supporting documents will be maintained in the Professional and Scientific Council docket. Written motions shall be timely presented for a first reading at a regular meeting of the Council. A second and final reading of the motion shall occur during unfinished business at the next meeting to allow representatives time to consider the motion and solicit feedback and input from constituents. The Council may, however, act upon a written motion during the meeting in which it is introduced if, in response to a proper procedural motion, two-thirds of the members present and voting approve the suspension of the rule.

§ 3. **Notice of action by the Council.** The president will provide copies of approved motions, special reports, or other documents approved by the Council to university administrators and units listed therein, or if not listed then to appropriate persons or units at his or her discretion.

#### Article VIII. Amendments.

The Council may amend these rules and bylaws via a proper written motion duly considered at a regular or special meeting and approved by a majority of the

members present and voting.

*These Rules and Bylaws of the Professional and Scientific Council were duly adopted by the Council at its regular meeting on February 6, 2020.*