Proposed December 4th, 2014

Constitution of The Professional and Scientific Council
of Iowa State University

Article I
Name. This body shall be known as the Professional and Scientific Council of
Iowa State University, herein referred to as the council.

Article II
Authority. The council is responsible to the professional and scientific
employees, herein referred to as employees, and is an elected university body.

Article III
Purpose. The Iowa State University Professional and Scientific (P&S) Council
serves as a resource and an advocate for P&S employees. The council identifies the needs of its constituents, provides
information and advice in response to those needs, and recommends
policies and procedures to the administration that benefit P&S employees and assists in fulfilling the mission of Iowa State
University.

Article IV
Functions. In all its functions, the council shall be advisory rather than
legislative or administrative.

• Section 1
  Scope. The council may consider any issue that has the potential to
  affect the general welfare of employees. As a general rule, the council
  shall confine itself to matters internal to the university.
• Section 2
  Constituency. The council shall be responsive to issues raised by any
  employee, any representative, or any administrator of the university. The
council may communicate with any appropriate person or body.
• Section 3
  Process. The council may perceive and accept issues within its scope,
  discuss and study them, explain them, respond and advise about them,
  and recommend and support them.

Article V
Definitions. For purposes of council elections, the term “employee” shall refer
to any person in a budgeted P-base position. For purposes of voting and of
membership on the council, a person shall be regarded as an employee in
only one area as defined in Article VI. If a person is employed in more than one
area, he/she shall inform the council with which area he/she wishes to be
identified for election purposes. If a person fails to notify the council of his/her
area affiliation, he/she shall be assigned to an area by the council.
The term “representative” shall refer to any elected member of the council.

Article VI

Representation. Representation on the council shall be determined as follows: At each regular Professional and Scientific Council election, each of the organizational areas within the university as designated in the bylaws shall be entitled to elect one representative for each 75 P-base positions or fraction thereof on the December 31 payroll.

Article VII

Term. The term of membership on the council shall be up to three years, except when the council establishes a longer or shorter term in order to comply with Article VIII and in accordance with the Rules and Bylaws. Representatives shall serve for the term for which they were elected or until their successors have been elected and have taken office. Newly elected representatives shall be seated at the end of the last regular Professional and Scientific Council meeting of the Iowa State University fiscal year following the “old business” section of the agenda. No representative may be elected for more than two terms in succession.

Article VIII

Continuous Body. The council shall be a continuous body. Approximately one-third of the representatives from each area will be elected each year. The exact number to be elected to the council from each area each year shall be determined by the council in accordance with the directives of Articles VI and VII.

Article IX

Eligibility of Representatives. All employees as defined in Article V are eligible for election to the council.

Representatives from the various areas shall be employees in the area with which they are affiliated, and shall be nominated and elected by the eligible employees of that area as defined in Article V. Any representative who changes area affiliation, loses P-base status, or assumes a position exempt from professional and scientific policies and procedures, shall resign from the council. Any representative who changes area affiliation, and has time remaining on a term of membership on the council, may continue serving on the council until the end of the Iowa State University fiscal year following the next regular Professional and Scientific Council election.

Employees holding faculty rank shall not serve on Professional and Scientific Council and on Faculty Senate concurrently.

Article X

Nomination of Representatives. The nominating process shall be as follows: Professional and Scientific employees of each area shall be eligible to submit nomination petitions to nominate themselves or others candidates for election to the council.
If fewer nominations than the number of vacant positions are received, the council representatives from the area from which the nominee is to come shall constitute a nominating committee to secure the necessary nominations. No council member seeking re-election shall serve on the nominating committee.

Article XI

Membership

Election Procedures. Election of representatives shall be by secret ballot during each spring term. Vacancies shall be filled by the candidates receiving the most votes. Details of the election process shall be outlined in the Rules and Bylaws. 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.

Article XII

Absences. In the event a representative is unable to attend a meeting, that representative may designate a substitute who shall serve with the approval of the president. Terms of dismissal due to absence shall be outlined in the Rules and Bylaws. No representative may designate a substitute to serve more than five consecutive meetings. If it can be anticipated that a representative shall miss more than five consecutive meetings, that representative’s position may be declared vacant, and subsequently be filled according to the provisions of Article XIII.

Article XIII

Vacancies. Vacancies on the council shall be filled by election for a term to be determined by the council, consistent with Article VIII and all other provisions of this constitution. The council may designate a substitute to fill the vacancy during any meeting of the council that takes place before an election has determined a replacement.

Article XIV

Dismissal. The council may establish procedures for dismissal of a representative. Terms of dismissal shall be outlined in the Rules and Bylaws. Dismissal shall be by vote of the council and shall require a two-thirds majority of the representatives present.

Article XV

Meetings. The council shall hold regular meetings at intervals not to exceed 75 days.

The council shall hold special meetings upon request of the university.
president, at such times as the council or its president may determine, and
upon call of the council president or secretary whenever requested, in writing,
by 10 or more Professional and Scientific employees. All meetings shall be
open. The council may invite any person to meet with it at any time.

Article XVI
Organization. The council shall elect officers a president-elect and secretary from
its Representatives and at minimum shall elect a president-elect and
secretary/treasurer, and Council shall establish its rules and bylaws of
procedure. The president-elect succeeds as president at the conclusion of a
term as president-elect.

president-elect. Copies of the Constitution and copies of the Rules and Bylaws
shall be available to all professional Professional and scientific Scientific
employees and shall be on file in the University Policy Library.

Article XVII
Amendments. Amendments to this Constitution shall be made by vote of the
employees. Amendments shall be initiated by written proposal submitted to the
council by 10 or more Professional and Scientific employees from each of three
or more professional and scientific areas. The proposed amendments shall
then be sent in writing by the council to all Professional and Scientific
employees with the council’s recommendation at least 30 days before the vote
is taken. Adoption shall require a two-thirds majority of those voting.

Article XVIII
Dissolution. The council shall may be dissolved by two-thirds vote of those
Professional and Scientific representatives present and entitled to vote at a
special meeting of the Professional and Scientific council called for the
purpose.