

1 **Proposed December 4th, 2014**

2 **Constitution of The Professional and Scientific Council**
3 **of Iowa State University**

4
5 *Article I*

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

8
9 *Article II*

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

12
13 *Article III*

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

21
22 *Article IV*

23 **Functions.** In all its functions, the council shall be advisory rather than
24 legislative or administrative.

- 25
- 26 • Section 1
27 Scope. The council may consider any issue that has the potential to
28 affect the general welfare of employees. As a general rule, the council
29 shall confine itself to matters internal to the university.
 - 30 • Section 2
31 Constituency. The council shall be responsive to issues raised by any
32 employee, any representative, or any administrator of the university. The
33 council may communicate with any appropriate person or body.
 - 34 • Section 3
35 Process. The council may perceive and accept issues within its scope,
36 discuss and study them, explain them, respond and advise about them,
37 and recommend and support them.

38
39 *Article V*

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

48 The term “representative” shall refer to any elected member of the council.

49

50 *Article VI*

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

56

57 *Article VII*

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

67

68 *Article VIII*

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

73

74 *Article IX*

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

77

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

87

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

90

91 *Article X*

92 **Nomination of Representatives.** The nominating process shall be as follows:
93 ~~P&S~~ Professional and Scientific employees of each area shall be eligible to
94 submit nomination petitions to nominate themselves or ~~other candidates from~~

95 | ~~their area~~ for election to the council.

96
97 | If fewer nominations than the number of vacant positions are received, the
98 | ~~council representatives from the area from which the nominee is to come shall~~
99 | ~~Representation Committee shall~~ constitute a nominating committee to secure
100 | the necessary nominations. No council member seeking re-election shall
101 | serve on the nominating committee.

102
103 | *Article XI*

104 | ~~Membership Election Procedures.~~ Election of representatives shall be by
105 | secret ballot during each spring term. Vacancies shall be filled by the candidates
106 | receiving the most votes. Details of the election process shall be outlined in the
107 | Rules and Bylaws.~~If vacancies in an area exist for different length terms, the~~
108 | ~~candidate receiving the most votes shall fill the term with the longest duration.~~
109 | ~~If there is a tie for one vacancy, a run-off election between the tied candidates~~
110 | ~~shall be held within 15 days. Run-offs that result in a tie shall be decided by~~
111 | ~~the flip of a coin. Elections shall be held each spring term.~~

112
113 | *Article XII*

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

122
123 | *Article XIII*

124 | **Vacancies.** Vacancies on the council shall be filled by election for a term to be
125 | determined by the council, consistent with Article VIII ~~and all other provisions of~~
126 | ~~this constitution.~~

127
128 | ~~The council may designate a substitute to fill the vacancy during any meeting of~~
129 | ~~the council that takes place before an election has determined a replacement.~~

130
131 | *Article XIV*

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

136
137 | *Article XV*

138 | **Meetings.** The council shall hold regular meetings at intervals not to exceed 75
139 | days.

140
141 | The council shall hold special meetings upon request of the university

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

146
147 *Article XVI*

148 **Organization.** The council shall elect ~~officers a president-elect and secretary~~ from
149 its Representatives and at minimum shall elect a president-elect and
150 secretary/treasurer. ~~and Council shall~~ establish its rules and bylaws of
151 procedure. The president-elect succeeds as president at the conclusion of a
152 term as president-elect.

153
154 ~~president-elect~~. Copies of the Constitution and copies of the Rules and Bylaws
155 shall be available to all ~~professional~~ Professional and ~~scientific~~ Scientific
156 employees and shall be on file in the University Policy Library.

157
158 *Article XVII*

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

166
167 *Article XVIII*

168 **Dissolution.** The council ~~shall~~ may be dissolved by two-thirds vote of those
169 Professional and Scientific representatives present and entitled to vote at a
170 special meeting of the Professional and Scientific council called for the
171 purpose.