

Rules and Bylaws of the Professional and Scientific Council

Article I

Governance. 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

Officers.

- Section 1

Definition. The officers of the council shall be 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 election. The president and president-elect, while holding these offices cannot 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, vice president for equity and inclusion, and secretary/treasurer 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~~Officers. Nominations for ~~president-elect officers~~ shall be made at the ~~December~~February council meeting. At the ~~January~~March council meeting, additional nominations shall be accepted from the floor prior to each vote. The names of all officer nominees ~~for president-elect that who~~ indicate a willingness to serve shall be placed on the ballot. Election shall be by secret ballot at the ~~January~~March meeting, with the vote for president-elect to be held first. The seat vacated by the president-elect will be filled during the next ~~regular-council election~~meeting. The elected president-elect and officers will begin the term of office after the last regular meeting of the 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, vice president for equity and inclusion, 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-~~

Election Process. Election 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 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 office of president-elect, vice president for university planning and budget, vice president for university community relations, vice president ~~of for~~ equity and inclusion, or secretary/~~treasurer is unable to complete the term of office 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. With approval by a majority vote of the council members present and voting, 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

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, shall appoint members to university councils and committees where official representation is designated, shall nominate members to university councils and committees where the appointment thereof rests is the responsibility of others with other individuals, shall schedule and chair executive committee meetings, and shall be the official spokesperson for the council.

The president, with the approval of the executive committee, may create ad hoc

95 committees where deemed necessary and shall report promptly the creation of
96 such committees to the council. The president, with the approval of the executive
97 committee, may assign to standing or ad hoc committees items to study and
98 prepare recommendations to the council. The council may also assign items to
99 committee. The president, in the absence of the president-elect, will chair the
100 council meeting ~~and executive committee meeting~~.

101
102 • Section 2

103 **The President-Elect.** The president-elect shall, in the absence or incapacity of
104 the president, assume as necessary the duties of the president, and shall, at the
105 request of the president, share in administering the council.

106
107 The president-elect shall schedule regular meetings of the council ~~and the~~
108 ~~executive committee subject to council approval~~, shall call the representatives to
109 regular meetings and chair each meeting of the council ~~and the executive~~
110 ~~committee~~, and ~~shall~~ may notify University Relations of dates and locations for
111 ~~future~~ meetings. The president-elect shall be responsible for monitoring items of
112 continuing council business and shall report to the council on a regular basis
113 regarding the status of council actions.

114
115 • Section 3

116 **The Vice President for University Planning and Budget.** The vice president
117 for university planning and budget shall be the lead council representative
118 concerning university planning and budget, serve as chair of the council's
119 ~~university~~ University planning Planning and ~~budget~~ Budget standing-
120 ~~committee~~ Committee, and serve in other duties as assigned.

121
122 • Section 4

123 **The Vice President for University Community Relations.** The vice president
124 for university community relations shall represent the council at new employee
125 orientation, coordinate question preparation and reporting for Campus Leaders
126 Breakfasts, ~~represent council at other activities~~, and serve in other duties as
127 assigned.

128
129 • Section 5

130 **The Vice President for Equity and Inclusion.** The vice president for equity
131 and inclusion shall assist in recruiting individuals from underrepresented groups
132 to become actively involved in the ~~P&S Council~~ council, actively participate in the
133 activities of inclusion-related organizations across campus, including the
134 University Committee on Diversity and the Faculty and Staff Affinity Council;
135 lead and facilitate the development and maintenance of inclusive practices
136 within the ~~P&S Council~~ council, such as programming, awards, etc. by interacting
137 with the ~~P&S Council~~ council sub-committees, and serve in other duties as
138 assigned.

139
140 • Section 6

141 **The Secretary/Treasurer.** The secretary/treasurer shall ~~supervise the recording~~
142 ~~and distribution of record and distribute~~ the minutes of each regular and special

143 meeting of the council and of the executive committee, and shall maintain a
144 permanent record of these minutes and proceedings. Copies of the council
145 minutes of each meeting shall be sent to each member of the council prior to the
146 next meeting ~~and a summary of actions shall be sent to Iowa State University's-~~
147 ~~news service.~~ The secretary/treasurer shall ~~supervise monitor~~ the acquisition,
148 budgeting, and disbursement of all council funds via appropriate university
149 channels. In the event that the president and president-elect are unable to
150 attend, the secretary/treasurer shall chair ~~the regular meetings of the council and~~
151 ~~executive committee meeting.~~

152
153 • Section 7

154 **The Past President** The past president shall advise and assist the president and
155 president-elect and serve on the council's ~~executive-Executive Committee~~ and
156 ~~university the University planning-Planning~~ and ~~budget-Budget standing-~~
157 ~~committeesCommittee.~~

158
159 • Section 8

160 **The Executive Committee.** The ~~executive-Executive committee-Committee~~ shall
161 be composed of the current officers and the chairs of standing council
162 committees. The chairs of standing council committees serve as ex-officio
163 members with full voting rights. A quorum for the executive committee shall be a
164 majority of the current officers. The ~~executive-Executive committee-Committee~~
165 shall accept items of business to bring before the council and act for the council
166 between regular meetings. The ~~executive-Executive committee-Committee~~ also
167 acts as a cabinet for the president in an advisory capacity. If the president is
168 unable to attend a meeting or event at which council representation has been
169 requested, he/she shall turn the request over to the ~~executive-Executive~~
170 ~~committee-Committee~~ to fill and if not successful, then to the full council.

171
172 *Article IV*

173 **Committees**

174
175 • Section 1

176 **Council Committee Structure and Non-Council Members on All Council**
177 **Committees.** Council representatives shall constitute a majority of each standing
178 council committee. A council representative shall chair each standing or ad hoc
179 committee. Non-council membership on all council committees may be open to
180 only ~~P&S-Professional and Scientific~~ staff as classified by University Human
181 Resources ~~s-Services.~~

182
183 • Section 2

184 **Standing Council Committees.** The following standing council committees,
185 which must meet once a month or at the discretion of the chair, shall be
186 established:

187 ***University Planning and Budget.*** Membership will include the council president,
188 president-elect, past president, vice president for university planning and budget,
189 chair of the compensation and benefits committee or designee, and ~~one or more-~~
190 persons appointed by the ~~P&S-Council-council~~ president. The vice president for -

191 university planning and budget will serve as or appoint a chair of the committee.
192 The committee will advise the Iowa State University President and administrators
193 on a wide range of issues related to strategic planning, the
194 budget, and other resource allocations. Planning, analysis, and policy as it
195 pertains to these issues will be addressed and shared.
196
197

198 ***Policies and Procedures.*** Membership will include aAt least five council
199 representatives, one of whom shall be the chair as designated by the council
200 president. ~~The province of the committee shall be all university administrative~~
201 ~~policies and procedures that affect professional and scientific employees.~~ The
202 committee shall regularly assess the value and effectiveness of university
203 policies and procedures that pertain to Professional and Scientific staff and their
204 implementation, and shall work with appropriate administrators to develop and
205 recommend any revisions or alternative approaches that will best serve the
206 interests of ~~the employees~~ Professional and Scientific staff.
207

208 ***Communication.*** Membership will include of at least three council
209 representatives, one of whom shall be the chair as designated by the council
210 president. The committee shall facilitate communication between council and
211 Professional and Scientific staff. The committee shall recommend, develop,
212 design, and implement activities to provide the council an awareness and
213 understanding of employee's interests and concerns. The committee shall also
214 disseminate information from the council to Professional and Scientific staff. The
215 committee shall take an active role in planning and facilitating public
216 presentations sponsored by the council. ~~recommend forum topics, and schedule~~
217 ~~and facilitate open forums.~~
218

219 ***Representation.*** Membership will include of at least three council
220 representatives, one of whom shall be the chair as designated by the council
221 president. The committee shall organize and implement all election activities of
222 the council. The committee shall publicize the names of the successful
223 candidates. ~~Popular vote counts-Election results~~ shall be available upon request
224 from the committee chair. At the direction of the ~~president of the council~~ council
225 president and when council involvement is appropriate, the committee shall
226 evaluate and recommend ~~to the president of the council~~ candidates for positions
227 on other university councils and committees.
228

229 ***Awards.*** A majority of the ~~committee membership~~ shall be composed of council
230 representatives, one of whom shall be the chair as designated by the council
231 president. Non-council representatives ~~shall may~~ be added to provide
232 representation from all ~~P&S~~ Professional and Scientific areas. At the direction of
233 the ~~president of the council~~ council president and when council involvement is
234 appropriate, the committee shall evaluate and recommend ~~to the president of the~~
235 ~~council~~ candidates for honors.
236

237 ***Peer AdvisoryPeer Advocacy.*** Membership will include At at least three
238 council representatives, one of whom shall be the chair as designated by the

239 council president. The function of the committee will be to provide
240 information to P&S-Professional and Scientific employees concerning
241 employment and/or grievance issues. This committee will provide a means
242 for ~~an-employees~~ to obtain a perspective about employment concerns from
243 peers familiar with the policies and practices of the university. The
244 committee will also seek to ensure that ~~the-employees~~ are made aware of
245 relevant university resources. ~~is aware of her/his rights and obligations and~~
246 ~~of the various processes available for the resolution of the concern.~~

247
248 **Compensation and Benefits.** Membership will include ~~Composed of~~ at least five
249 council representatives, one of whom shall be the chair as designated by the
250 council president. The committee shall work to ~~assure-ensure~~ a fair and equitable
251 financial reward system for Professional and Scientific staff. The committee's
252 responsibility shall be to assess the effectiveness of the University's-university's
253 classification and compensation system. The committee shall develop and
254 recommend revisions to the plan as well as to provide counsel to the Professional
255 and Scientific Council in the University's-university's annual budgeting process.
256 Recommendations shall pertain to issues such as budget requests for salary,
257 salary distribution, and adjustments to the pay structure, and other compensation
258 concerns. The committee shall also assess and make recommendations to the
259 council on issues dealing with staff benefits, ~~including leaves, professional~~
260 ~~development, insurance, and retirement.~~

261
262 **Professional Development Committee.** Membership will include ~~Membership~~
263 ~~shall be composed of~~ at least three council representatives, one of whom shall be
264 the chair designated by the council president. ~~Non-council representatives may be~~
265 ~~added but the number of non-council representatives shall not exceed the number~~
266 ~~of P&S Council members. The~~ This Professional Development committee has the
267 responsibility of fostering and assisting the professional development of
268 Professional and Scientific employees-staff of Iowa State University ~~in-~~
269 ~~cooperation with ISU Human Resource Services. The committee is also~~
270 ~~responsible for developing training and for sourcing materials for employee-~~
271 ~~access.~~

272
273 • Section 3

274 **Ad Hoc Committees.** Ad hoc committees may be created or dissolved by the
275 president of the council. The president shall report back on the creation or
276 dissolution of these committees to the full council.
277

278 • Section 4

279 **Subcommittees.** Committee chairs shall be responsible for the creation of
280 subcommittees, for the appointment of subcommittee chairs and other
281 subcommittee members, and shall encourage the participation of non-council
282 Professional and ScientificP&S representatives on committees and
283 subcommittees. Non-council Professional and ScientificP&S representatives
284 may serve as chairs of subcommittees.

285 *Article V*

Election Procedure for Representatives

• Section 1

• Election.

~~The Representation Committee shall report to the council by January its recommendations for the next regular election. The report for council approval shall include the positions to be filled and the procedure for filling the positions. The election process timeline:~~

December - The Communications eCommittee provides a current employee list to the Representation eCommittee.

January – The Representation eCommittee reports at the regular council meeting the number of anticipated vacancies on council for the upcoming year.

February – Open nominations are held for vacancies on council.

March – Professional and Scientific Representative elections are held.

April – Election results are made public.

June - Newly elected representatives shall be seated at the end of the last regular meeting of the Iowa State University fiscal year.

Election shall be by secret ballot. Vacancies shall be filled by the candidates receiving the most votes. 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.

• Section 2

Representation Areas.

Representation on the council shall be from the following organizational areas within the university: Division of Academic Affairs, Division of Business and Finance, President's Office, and Division of Student Affairs.

Representation within the Division of Academic Affairs shall be based on the total number of Professional and Scientific P&S staff serving the ~~Division~~division. There shall be at least one designated representative per identified area based on the Iowa State University organizational chart ~~and that the remaining representatives within the Division are At-Large representatives.~~ These identified areas within the Division of Academic Affairs include the following: Research and Economic Development, Extension & Outreach, Library, Information Technology Services, College of Agriculture & Life Sciences, College of Business, College of Design, College of Engineering, College of Human Sciences, College of Liberal Arts & Sciences, College of Veterinary Medicine, Graduate College, Ames Laboratory, and Senior Vice President & Provost Office.

Should an identified area not be able to provide an employee to fill their designated representative position, ~~an At-Large~~ representative shall be assigned as a liaison to that area.

Section 3

334 In accordance with pertinent articles of the constitution, the Representation
335 Committee shall report to the council any adjustments that are necessary to
336 maintain an orderly turnover of approximately one-third of the ~~members-~~
337 representatives of the council each year. The committee shall likewise report any
338 adjustments necessary to ensure continuity of representation in each area.
339
340
341

342 ~~• Section 4~~

343 The Representation Committee shall review the status results of the vote and,
344 should any voting irregularities be evident, reconvene voting for any affected
345 areas.

346 ~~• Article VI~~

347 ~~• Section 3~~

348 Filling Area Representative Vacancies. When a vacancy is created:

349
350 As soon as possible, the Representation Committee, with the assistance of the
351 remaining representatives in the area in which the vacancy has occurred, shall report to
352 the council president a list of one or more candidates for appointment to fill the
353 vacancy.
354

355 ~~4.~~ At the next regular council meeting following the report, the council president shall
356 nominate a representative to fill the vacancy. The term of the appointed representative
357 shall be until the next regular election. Except for length of term, the appointed
358 representative shall have the same duties and responsibilities of an elected council
359 representative. The appointment ~~of the representative~~ by the council president shall be
360 approved by majority vote of representatives present and voting ~~with the approval of the~~
361 ~~council by majority vote.~~
362 -

363 The position filled by appointment shall become a vacant position to be filled by election at
364 during the next regular council election.

365
366 ~~• Section 4~~

367 Additional Responsibilities.

368 Professional and Scientific Council members may be invited to represent the council at
369 non Professional and Scientific Council meetings or events.

370
371 ~~2.— Ordinarily the term of the position to be filled by election shall be the balance of the~~
372 ~~original term or a full term if no balance remains. The term may be altered in accordance~~
373 ~~with pertinent articles of the Constitution and Rules and Bylaws.~~

374 *Article VII*

375 **Conduct of Meetings**

376
377 • Section 1

378 ~~Rules of Order~~ Parliamentary Authority. Meetings of the council shall be
379 conducted informally. The authority in questions of proper procedure shall be

380 | the current version of Robert's Rules of Order Newly Revised.

381 |

382 | • Section 2

383 | **Roll Call Votes.** Any representative may request a roll call vote, which shall be
384 | recorded in the minutes.

385 |

386 | • Section 3

387 | **Quorum.** A quorum of the council shall be a majority of the ~~elected-~~
388 | ~~representatives~~ members.

389 |

390 | • Section 4

391 | **Agenda.** The president-elect, with the approval of the president, shall circulate
392 | an agenda at least one day prior to each regular meeting. The agenda shall be
393 | subject to amendment and shall be approved by the council at the beginning of
394 | the meeting. ~~Although circumstances may dictate a change in order, the agenda-~~
395 | ~~shall normally include the following: Open Forum; Call to Order; Seating of~~
396 | ~~Substitute Representatives; Presentation of Committee Motions to Come Before~~
397 | ~~the Council; Approval of the Agenda; Approval of the Minutes; Report from the~~
398 | ~~Faculty Senate; Report from the Provost's Office; Report from Human Resource-~~
399 | ~~Services; Report from the President; Council Secretary Report; Committee~~
400 | ~~Reports; Old Business; New Business; For The Good of the Order; Adjournment.~~
401 | ~~Open Forums are normally held in conjunction with council meetings. Standing~~
402 | ~~Committees shall have the option normally to meet the hour before the council~~
403 | ~~meeting. A listing of standing committees and Open Forum topics shall be~~
404 | ~~included in the agenda.~~

405 |

406 | • Section 5

407 | **Speaking Before the Council.** Any council representative may speak on any
408 | issue on the agenda. ~~before the council.~~ Any guest may be added to the agenda
409 | one may speak upon by the invitation of the president, president-elect, or the
410 | executive committee. ~~Or, if they come to the council~~ If a guest attends a regular
411 | council meeting and wishes to be added to the agenda, ~~be approval shall be ed-~~
412 | ~~by a majority~~ vote of the council representatives present and voting. ~~The request,~~
413 | ~~when approved, shall be added to a meeting agenda.~~

414 |

415 | • Section 6

416 | **Eligible Voters and Substitutes.** All elected council ~~members~~representatives, ~~or~~
417 | ~~their approved substitutes,~~ and officers who are in attendance at the council
418 | meeting are eligible to vote on motions and other voting matters before council. A
419 | simple majority of the members present and voting will carry the motion or voting
420 | matter, unless specified otherwise in the Rules and Bylaws of the Professional and
421 | Scientific Council or in the parliamentary authority. Substitutes shall be currently
422 | employed Professional and Scientific staff members. Any elected council member
423 | may request a vote to deny a substitute the ability to serve as a council
424 | representative at that meeting. A two-thirds majority vote of elected councilors
425 | present and voting is required to deny representative status to a substitute. Simple-
426 | majority voting will carry the motion or voting matter, unless specified otherwise in-

427 | ~~the Rules and Bylaws~~
428 | ~~of the Professional and Scientific Council.~~

431 | ~~Section 7~~

432 | ~~All P&S Council members should expect to represent the council at one or more~~
433 | ~~meetings or events outside the regular council and standing committee meetings~~
434 | ~~during each council year.~~

435 | ~~Article VIII~~

437 | ~~**Substitute Participation.** The council members present may vote that a substitute shall~~
438 | ~~not be allowed to serve as a council member. A two-thirds majority is required to deny~~
439 | ~~representative status to a substitute. A substitute may also be asked by the president to~~
440 | ~~assume appropriate committee duties exclusive of the chairpersonship of a committee.~~

441 | ~~Article IXVII~~

443 | ~~**Dismissal from the Council.** Procedure for dismissal is authorized under Article XIV of~~
444 | ~~the Constitution.~~

445 | ~~Section 1~~

446 | ~~**Dismissal Request.**~~

447 | ~~A request for dismissal of a representative must be added to the meeting~~
448 | ~~agenda and a vote must be held. If the request is approved by a simple~~
449 | ~~majority of the council members present and voting, the representative's name~~
450 | ~~shall be placed on the next council meeting agenda for dismissal.~~

451 | ~~A representative's name can be placed on the next council meeting agenda for~~
452 | ~~dismissal, if the request receives a simple majority vote of the council members~~
453 | ~~present.~~

454 | The executive committee will notify the representative in writing at least 14 days
455 | prior to the next council meeting. Notification shall include a statement of charges
456 | against the representative. The representative may speak in-on his/her behalf at
457 | the council meeting. A vote for dismissal will be cast by secret ballot during the
458 | meeting. The dismissal requires two- thirds approval by council members present
459 | and voting.

460 | The president or executive committee may grant a postponement of action
461 | against a representative, but in no case may postponement be granted for more
462 | than one meeting following the originally scheduled dismissal action.

463 | ~~A vote for dismissal will be cast by secret ballot. The dismissal requires two-~~
464 | ~~thirds approval by council members present.~~

465 | ~~Section 2~~

466 | ~~**Dismissal Due to Absence.**~~

467 | ~~The name of a representative who is absent from three ~~consecutive~~ council~~

474 meetings without a substitute or five council meetings with a substitute shall
475 may be placed on the agenda for dismissal at the next executive committee
476 meeting following the third absence most recent absence.

477
478 The executive committee shall notify the representative at least five days prior to
479 the executive committee meeting. The representative will have the opportunity to
480 provide an oral or written response to be considered by the executive committee.

481
482 A vote for dismissal will be cast by secret ballot. The dismissal requires two-
483 thirds approval by the executive committee members present and voting. Upon
484 approval, the representative's position shall be declared vacant, and
485 subsequently be filled.

486
487
488 *Article ~~IXVIII~~*

489 **Dismissal from Office.** A request for dismissal of an officer must be added to
490 the meeting agenda and a vote must be held. If the request is approved by a
491 simple majority of the members present and voting, the officer's name shall be
492 placed on the next council meeting agenda for dismissal.

493 ~~By vote of a simple majority of representatives present at any meeting of the council, the~~
494 ~~name of an officer may be placed on the agenda for removal from office at the next~~
495 ~~meeting.~~

496 The executive committee will notify the officer in writing at least 14 days prior to
497 the next council meeting. Notification shall include a statement of charges against
498 the officer. The officer may speak on his/her behalf at the council meeting. A vote
499 for dismissal will be cast by secret ballot during the meeting. The dismissal
500 requires two-thirds approval by council members present and voting.

501
502 ~~The officer in question shall be notified in writing by the executive committee at least 14~~
503 ~~days prior to the date of the meeting at which dismissal action is scheduled to be taken.~~
504 ~~Such notification shall include a statement of charges against the officer.~~ The officer in
505 question may request a postponement of action that must be upheld by a majority ~~vote~~
506 of the council members present and voting, but in no case may postponement be
507 granted for more than one meeting following the originally scheduled dismissal action.
508 ~~The officer in question shall be notified to speak to the council at the next meeting. An~~
509 ~~officer who has been removed from office under the provisions of this article remains a~~
510 representative.

511
512
513 If the officer in question is the president-elect, the president shall preside during the
514 meeting at which dismissal action is taken. ~~Dismissal action shall be by written secret~~
515 ~~ballot and shall be by a two-thirds majority vote of the representatives present. A~~
516 ~~representative who has been removed from office under the provisions of this article~~
517 ~~retains a position on the council~~

518
519 *Article ~~XIIX~~*

520 **Amendments.** ~~The Rules and Bylaws~~ This document may be amended by a majority

521 | ~~vote~~ of the council members present and voting. Proposed amendments shall be
522 | presented in writing at the regular meeting immediately prior to the meeting at which the
523 | amendments will be voted upon.

524 |
525 | *Article X#*

526 | ~~**P&S Professional and Scientific Council Operations**;~~ ~~The Professional and Scientific~~
527 | ~~(P&S) Council has advisory responsibilities in areas of the university as they relate to the~~
528 | ~~institutional requests for feedback, recommendations from various constituent groups in~~
529 | ~~the University, and council actions.~~

530 |
531 | Motions

532 | Upon receipt of a draft of a policy, procedure, or a response, a
533 | motion may be written, ~~or motion:~~ ~~The president-elect will:~~

- 534 | 1. ~~The motion will be assigned~~ Assign the document a number to be used as a
535 | reference for future discussion ~~(e.g., "2005-09.01" would indicate that this was~~
536 | ~~the first draft document received by the P&S Council for review in September of~~
537 | ~~2005).~~
- 538 | 2. ~~The motion and supporting documents will be maintained in the Professional and~~
539 | ~~Scientific council docket.~~ ~~Maintain a log and file of received documents and~~
540 | ~~responses.~~
- 541 | 3. ~~The motion will be presented for discussion at a meeting of council.~~
- 542 | 4. ~~Action on the motion will be automatically postponed until the next meeting~~
543 | ~~allowing Professional and Scientific representatives' time to solicit constituent~~
544 | ~~input.~~ ~~Contact the chair of the appropriate standing committee and ask that a~~
545 | ~~recommendation, response, or motion from the standing committee be presented~~
546 | ~~at the next council meeting.~~
- 547 | 5. ~~The postponed motion will appear on the next meeting agenda under unfinished~~
548 | ~~business.~~
- 549 | 6. ~~Provide a status report of referenced items at each council meeting.~~

550 |
551 | ~~The chair of the appropriate standing committee will:~~

- 552 |
553 | 1. ~~Contact members of the committee to discuss and prepare a recommendation,~~
554 | ~~response, or motion.~~
- 555 | 2. ~~Facilitate discussion at committee meeting.~~
- 556 | 3. ~~Present a recommendation, response, or motion and report a summary of the~~
557 | ~~discussion to council.~~

558 |
559 | ~~The council will:~~

- 560 |
561 | 1. ~~Discuss the recommendation, response, or motion presented on a referenced~~
562 | ~~item. After the discussion, any motion will automatically be postponed for action~~
563 | ~~until the next meeting allowing P&S representatives' time to solicit constituent~~
564 | ~~input. The postponed motion will appear on the next meeting agenda under Old~~
565 | ~~Business.~~

566 | If the council wishes to act upon a motion related to the referenced item at the
567 | meeting it is introduced, a motion to suspend the rules must be presented made

568 | and seconded. Two-thirds of the ~~representatives-members~~ present and voting
569 | must approve ~~to suspend~~ suspension of the rules. Once the rules have been
570 | suspended, the council can then proceed to act on the motion.

571

572 | The council president will:

573

574 | 1. Forward motions approved by the council to the University administration.

575 | 2. Assist the president-elect in keeping the status of referenced items ~~up-to-~~
576 | datecurrent.