

September 4, 2008

1 (Text to be deleted is in brackets; text to be inserted is underscored.)

2 **Preamble**

3 The Council of Academic Professional of the University of Illinois at Urbana-Champaign
4 (hereinafter called the Council) is an elected body constituted to provide for the orderly
5 voicing of suggestions for the good of the University, to afford added recourse for the
6 consideration of grievances, and to furnish a channel for direct and concerted
7 communication between the academic professional staff and the administrative officers of
8 the University, its colleges, schools, institutes, divisions, and other administrative units
9 on matters of interest or concern to the academic professional staff or any member of it.

10
11 In performing its functions, the Council, upon the request of the Chancellor, the
12 President, or any member of the academic professional staff, or upon its own initiative,
13 shall make such investigations and hold such consultations as it may deem to be in the
14 best interest of the University. Any member or retired member of the academic
15 professional staff should be entitled to a conference with the Council or with any member

16
17 **Articles of Procedures**

18
19 **Article I. General Provisions**

20
21 **Section 1. The Electorates.** The academic professional staff whose appointments as
22 academic professionals require at least fifty percent of full-time shall elect the Council.
23 The academic professional staff, as defined in the University of Illinois Statutes, Article
24 II, Section 5, consists of those employees whose positions have been designated by the
25 President and Chancellor as meeting specialized administrative, professional, or technical
26 needs. Members of the Central Administration academic professional staff whose
27 principal offices are on the Urbana-Champaign campus shall be members of the
28 electorate. Any person with an active tenure-system record, even if currently on a 0%
29 faculty appointment, is excluded from the electorate. Any person with any appointment
30 1% or more on an "other academic" line (e.g., lecturers, instructors, teaching associates,
31 post-doctoral associates, modified professorial titles (e.g., visiting professor, adjunct
32 professor, research professor)) is excluded from the electorate. NOTE: A person with a
33 0% appointment in one of these "other academic" ranks who also holds a 50% or more
34 academic professional appointment would be included in the CAP electorate. Unless
35 otherwise specified, the President, Vice-Presidents, the Chancellor and Vice-Chancellors,
36 the deans of the colleges, and the chief executive officers of the academic units shall not
37 be members of the electorate. The Chancellor (or the President in the case of Central
38 Administration academic professional staff) may, after consultation with the Council,
39 identify additional senior administrative officers to be excluded from the electorate.

40
41 **Section 2. Composition of the Council.** The Council shall consist of [twenty members,]
42 two members per district, defined and elected as provided in Article III, below.

43
44 **Section 3. Officers.** At the regular June meeting, members will elect from their number a
45 Chair, a Vice-Chair, a Secretary, a Grievance officer, an assistant Grievance officer, and
46 a Communications officer. Term of office shall be yearly from June 1 through May 31.

47

48 **Section 4. Executive Committee.** The Executive Committee shall consist of the Chair,
49 Vice-Chair and Secretary of the Council, plus one additional Council member to be
50 elected at the regular June meeting. The Chair and Secretary shall also serve,
51 respectively, as the Chair and Secretary of the Executive Committee. The Executive
52 Committee shall meet whenever the Chair, or two members thereof, shall find it
53 necessary for the transaction of any business, which is urgent and cannot be postponed to
54 a regular meeting of the Council. The Executive Committee shall possess all the powers
55 of the parent body when in session, except that it shall not overrule, revise, or change
56 previous acts of the Council, or take from subcommittees any business referred to them
57 by the Council. The Executive Committee shall make a record in writing of all its actions
58 and submit it to the Council at its next regular meeting for incorporation into the minutes
59 thereof.

60

61 **Section 5. Committees.** The Council may appoint such standing or ad hoc committees
62 and subcommittees as it deems appropriate. These committees may include members of
63 the University community who are not members of the Council.

64

65 **Section 6. Academic Professional Representatives on Affiliated Committees**

66

67 1. University Professional Personnel Advisory Committee (UPPAC)
68 Representatives.

69 The Council Chair, Vice-Chair, and Secretary shall represent the Council on
70 UPPAC. One Council member elected by the Council at the regular June meeting shall
71 serve as alternate.

72

73 2. Senate Committees.
74 a) The Council will put forward to the Senate Committee on Committees
75 nominations for Academic Professional representatives on all appropriate
76 committees. These include the Senate Committees on Admissions, Budget,
77 Campus Operations, Benefits, Equal Opportunity, General University Policy,
78 Information Technology, Public Engagement, University Statutes and Senate
79 Procedures, University Student Life.

80

81 b) Representatives will serve 2 year terms with about one-half of them
82 changing over each year.
83 c) There is no limit on the number of terms served.

82

83 3. Academic Professional Development Fund
84 a) The Council shall appoint an Academic Professional representative to the
85 Fund committee.

86

87 b) The representative will serve a 2 year term with no limit on number of
88 years served.
89 4. Chancellor's Academic Professional Excellence Award Committee.

88

89 a) Annually the Council shall appoint a member of the Council as Chair and
90 co-Chair of the Committee.

90

91 b) Each CAP District will nominate two Academic Professionals for
92 consideration for the CAPE Committee.

91

September 4, 2008

92 c) From these two, one of the nominees from each district will be selected to
93 serve on the Committee.

94
95 **Section 7. Council Procedures.** [Eleven members,] One more than half of the current
96 Council membership, one of whom must be the Chair or Vice-Chair, shall constitute a
97 quorum. [Approval by a majority of those members present and voting shall be required
98 for adoption of any authorized action. A minority opinion may be filed to accompany any
99 recommendation by the majority.]

100 As an elected member, the Chair shall have a vote on all questions.

101
102 If the Chair is unable to attend a meeting, the Vice-Chair shall act as Chair.

103
104 A member of the Council shall disqualify himself or herself from voting on any matter in
105 which that member is personally involved.

106
107 **Section 8. Meetings.** General meetings shall be held monthly and shall be open to the
108 public, with the exception of specific grievance(s) discussion. At least three meetings
109 each year will be a special combined meeting involving all the members of the Council
110 and the academic professional Senators. The Chair may call special meetings upon
111 consultation with the Council and/or Executive Committee.

112
113 **Section 9. Reports.** The Council shall prepare a written report annually and at such other
114 times as it may deem appropriate. Copies of such reports shall be distributed to the
115 Chancellor, the President and the academic professional staff.

116
117 **Section 10. Procedures.** The current edition of *Roberts' Rules of Order* shall be the
118 guiding authority for parliamentary procedures for the Council.

119 120 **Article II. Records and Files**

121
122 **Section 1.** The Secretary of the Council shall be responsible for the maintenance of the
123 official minutes, records, and files of the Council for the current year. Records of the
124 Council shall be permanently maintained in the Office of the Chancellor by the
125 Chancellor's liaison to the Council.

126
127 **Section 2.** Official minutes, records, and files kept by the Council shall normally be open
128 to inspection only for reasons satisfactory to the Council and authorized by it in writing.
129 Items not exempted by the Freedom of Information Act will be made available upon
130 demand, following the advice of Campus Legal Counsel.

131 132 **Article III. Council Member Election Procedures**

133
134 **Section 1.** Any member of the electorate, as defined in Article I, Section 1, above, is
135 entitled to vote by secret ballot in elections for Council members.

136

September 4, 2008

137 **Section 2.** Election shall be by district, with each district being represented by two
138 persons elected by the members of that district. [Ten] A maximum of eleven districts
139 shall be defined, and periodically reviewed for equitable representation, by the Council.
140 No two district Council members shall be from the same University unit [[] as defined by
141 district college department code numbers[]], with the exception of District 6 - University
142 of Illinois Extension and District 11 – Institute of Natural Resource Sustainability.

143
144 **Section 3** Within the Council, members shall be elected for staggered three-year terms.
145 District members' terms shall also be staggered.

146
147 **Section 4.** Elections shall be held the first full week in [April] March. Elections shall be
148 conducted in a manner established by the Council and approved by the Chancellor, and
149 managed by the campus Academic Human Resources unit. Newly elected members of
150 the [Committee] Council will attend the May meeting as observers and begin their terms
151 with the June meeting. Prior to the June meeting, members of the Executive Committee
152 will assure that newly elected members have received an orientation to topics currently
153 being addressed by the [Committee] Council.

154
155 **Section 5.** In the event that a Council member changes district, moves to a unit already
156 represented on the Council, or is no longer employed as an a[A]cademic p[P]rofessional
157 on the Urbana campus, the member's position shall be declared vacant. [shall vacate their
158 position on the Council. The Council member shall submit a resignation to the Council
159 within one month of the change of status.]

160
161 **Section 6.** In the event of a vacancy on the Council through resignation or other cause,
162 the Council shall appoint a replacement through May. If additional years remain on the
163 term beyond the current year, an election to replace the member for the remainder of the
164 term shall be held during the normal election period.

165
166 **Section 7.** The Chancellor of the University of Illinois Urbana-Champaign campus shall
167 approve all appointed Council members.

168 **Article IV. Academic Professional Senator Election Procedures**

169
170
171 **Section 1.** Any member of the electorate, as defined in Article I, Section 1, above, is
172 entitled to vote by secret ballot in elections for academic professional members of the
173 Senate of the Urbana-Champaign campus (UIUC Senate).

174
175 **Section 2.** Election shall be by district, with each district being represented by one person
176 elected by the members of that district. A maximum of eleven districts shall be defined,
177 and periodically reviewed for equitable representation, by the Council.

178
179 **Section 3** Those elected to the UIUC Senate shall be elected for staggered two-year
180 terms. Council members shall have the right to run for and hold a Senate seat if duly
181 elected by members of their district.

182

September 4, 2008

183 **Section 4.** Elections shall be held the first full week in March. Elections shall be
184 conducted in a manner established by the Council, approved by the Chancellor and the
185 Senate Committee on University Statutes and Senate Procedures, and managed by the
186 campus Academic Human Resources unit. Academic professional senators shall attend
187 three meetings each year which will be special combined meetings involving all the
188 members of the Council and the academic professional Senators.

189
190 **Section 5.** In the event that an academic professional elected to the UIUC Senate changes
191 district or is no longer employed as an academic professional on the Urbana campus, the
192 member's position shall be declared vacant.

193
194 **Section 6.** In the event of a vacancy on the Senate through resignation or other cause, the
195 vacancy shall be filled by election of a member of the district for the remainder of the
196 vacant term in accordance with established procedures.

197 198 **Article [I]V. Officer and Committee Duties**

199 200 **Section 1. Chair**

201
202 1. The Chair shall be responsible for drafting the agenda and presiding at regular
203 and special meetings of CAP.

204 2. The Chair or Chair's designee shall serve as the Council representative to the
205 UIUC Senate Executive Committee.

206 3. The Chair shall serve as one of the Council representatives to UPPAC.
207 [The Chair shall appoint an officer nominating committee at the May meeting. The
208 nominating committee shall provide its report to the Council at the June meeting.]

209 4. The Chair shall have the authority to appoint committees subject to Council
210 approval.

211 5. The Chair shall provide a written yearly report to the Chancellor of the
212 Council's activities.

213 6. A member who has served as Chair for two complete successive terms will not
214 be eligible for reelection as Chair until at least one full term has elapsed.

215 216 **Section 2. Vice-Chair**

217
218 1. The Vice-Chair shall assume the duties of the Chair in the event of death,
219 resignation or removal from office of the Chair.

220 2. The Vice-Chair shall act as Chair in the event of absence or disability of the
221 Chair.

222 3. The Vice-Chair shall serve as the Chair of the CAP Procedures & Elections
223 committee.

224 4. The Vice-Chair shall serve as one of the CAP representatives to UPPAC.

225 5. There is no limit on the number of terms the Vice-Chair may serve.

226 227 **Section 3. Secretary**

228

September 4, 2008

229 1. The Secretary shall be the official record keeper of the Council's minutes and
230 attendance following guidelines established in Article II above.

231 2. The Secretary shall track the terms for CAP members, academic professional
232 representatives to UIUC Senate committees, academic professional senators and other
233 terms as appropriate.

234 3. There is no limit on the number of terms the Secretary may serve.

235

236 **Section 4. Grievance Officer**

237

238 1. The Grievance Officer is responsible for implementing the guidelines related
239 to Academic Professional grievances heard by the Council. Procedures shall be approved
240 by the Council and Chancellor.

241 2. The Grievance Officer shall be the primary contact person on the Council once
242 a grievance has been filed. The Grievance Officer shall with the Council's approval
243 secure a Grievance Committee to handle the grievance.

244 3. The Grievance Officer shall maintain all files pertinent to on-going grievances
245 and the final report for past grievances. This material shall be held confidential to the
246 extent required and allowed by law.

247 4. There is no limit on the number of terms the Grievance Officer may serve.

248

249 **Section 5. Assistant Grievance Officer**

250

251 1. The Assistant Grievance Officer shall act as the Grievance Officer in the event
252 of absence or disability of the Grievance Officer.

253 2. The Assistant Grievance Officer shall act as the Grievance Officer in the event
254 of the Grievance Officer's conflict of interest with a case presented to the Council.

255 3. There is no limit on the number of terms the Assistant Grievance Officer may
256 serve.

257

258

259 **Section [5]6. Communications Officer**

260

261 1. The Communications Officer is responsible for publication of the Council
262 monthly newsletter.

263 2. The Communications Officer is responsible for maintaining current content on
264 the CAP Web site.

265 a) The Communications Officer will solicit regular updates from Council
266 members and ensure these items are posted.

267 b) The Communications Officer will ensure that [as well as] current
268 agendas, minutes, and other timely information approved for distribution are posted to the
269 Web site [and/or distributed to academic professionals in an appropriate manner].

270 3. The Communications Officer is responsible for responding to and/or routing
271 appropriately any messages received from the Web site.

272 4. The Communications Officer shall serve as the Chair of the Communications
273 Committee.

September 4, 2008

274 5. There is no limit on the number of terms the Communications Officer may
275 serve.

276

277 **Section 7. Communications Committee**

278

279 1. A minimum of three members shall be appointed to the Communications
280 Committee. Members of the Communications Committee are appointed on an annual
281 basis with no limit on the number of years served.

282 2. Members of the Communications Committee shall assist the Communications
283 Officer in the execution of their duties.

284 3. The Communications Officer shall serve as the Chair of the Communications
285 Committee.

286

287 **Section 8. Procedures and Elections Committee**

288

289 1. A minimum of three members shall be appointed to the Procedures and
290 Elections Committee. The Procedures and Elections Committee members are appointed
291 on an annual basis with no limit on number of years served.

292 2. The Procedures and Elections Committee shall supervise and conduct all
293 nominations and elections of Council representatives and academic professional senators,
294 including:

295 a) ruling on questions of eligibility,

296 b) generally ensuring that nominations and elections are conducted in
297 accordance with rules and procedures,

298 c) certify election results.

299 3. The Procedures and Elections Committee shall supervise and conduct all
300 appointment proceedings for replacement Council members.

301 4. The Procedures and Elections Committee shall appoint the officer nominating
302 committee, which develops the slate of officers, and provide its report to the Council at
303 the June meeting.

304 5. The Procedures and Elections Committee shall arrange annual meetings with
305 campus officers (Chancellor and Provost), University officers (President, Secretary to the
306 Board of Trustees), as well as invite other special guests to address the Council on
307 pertinent topics.

308 6. The Vice-Chair shall serve as the Chair of the Procedures and Elections
309 Committee.

310

311

312

Article VI. Grievance Procedures

313

314 **Section 1.** The Council shall have the authority to accept, investigate and respond to
315 grievances filed by a[A]cademic p[P]rofessionals. The Council shall make
316 recommendations to the Chancellor on the grievances accepted.

317 **Section 2.** The Council shall establish guidelines and procedures approved by the
318 Chancellor for handling grievances. Guidelines shall be available to academic
319 professionals.

September 4, 2008

320

321

Article VII. Amendments

322

323 **Section 1.** Proposed amendments to these Bylaws must be formally presented to the
324 Council at a regularly scheduled meeting at least thirty calendar days in advance of the
325 meeting at which final action on such amendments is to be taken.

326 **Section 2.** These Bylaws may be amended by a majority vote of the Council and approval
327 of the Chancellor.

328

329

330 Approved by Chancellor Thomas E. Everhart March 22, 1985

331

Approved by Professional Advisory Committee April 18, 1985

332

Amendments approved by Chancellor Morton W. Weir October 29, 1991

333

Amendments approved by Professional Advisory Committee November 7, 1991

334

Amendments approved by Chancellor Michael Aiken September 8, 1993

335

Amendments approved by Professional Advisory Committee September 2, 1993

336

Amendment approved by Chancellor Michael Aiken May 5, 1995

337

Amendment approved by Professional Advisory Committee January 26, 1995

338

Amendment approved by Chancellor Michael Aiken February 12, 1996

339

Amendment approved by Professional Advisory Committee December 7, 1995

340

UIUC PAC Articles of Procedure March 12, 1996

341

UIUC CAP Bylaws, to take effect June 1, 2002, as approved by Chancellor Cantor.

342