

Below is a copy of the Bylaws with changes tracked.

The specific changes are:

Article I. Section 2. Added text to codify the Vice-provost and Director, AHR, position as a non-voting member. Added text to codify the role of the representative from AHR during discussions of grievances.

Article I. Section 4. Added the grievance officer and communications officer to the executive committee.

Article II. Section 3. This paragraph was removed from Article IV, Section 4, to what seems to be a more appropriate location, as well as additions to clarify how these records are kept.

Article III. Section 2. Deleted "one" as it was left in the bylaws in error when the number of representatives elected per district was increased to two.

Article IV. Section 4. Moved paragraph to Article II, Section III.

Article IV. Section 5. Added the duties for the vice-grievance officer.

Article IV. Section 6. Added another duty to communications officer.

Article V. Section 1. Added section to form the grievance committee.

Article V. Section 2. Clarification for UA APs.

In accordance with our bylaws, these proposed revisions were formally presented to CAP at the December 1st meeting. Second reading and vote for acceptance of these changes will be taken at the January 12, 2006, CAP meeting.

UPDATE:

These changes were approved by CAP at the January 12, 2006, CAP meeting. They will take affect pending approval by Chancellor Herman.

Preamble

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

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

Articles of Procedures

Article I. General Provisions

Section 1. The Electorates. The academic professional staff whose appointments as academic professionals require at least fifty percent of full-time shall elect the Council. The academic professional staff, as defined in the University of Illinois Statutes, Article II, Section 5, consists of those employees whose positions have been designated by the President and Chancellor as meeting specialized administrative, professional, or technical needs. Members of the Central Administration academic professional staff whose principal offices are on the Urbana-Champaign campus shall be members of the electorate. Unless otherwise specified, the President, Vice-Presidents, the Chancellor and Vice-Chancellors, the deans of the colleges, and the chief executive officers of the academic units shall not be members of the electorate. The Chancellor (or the President in the case of Central Administration academic professional staff) may, after consultation with the Council, identify additional senior administrative officers to be excluded from the electorate.

Section 2. Composition of the Council. The Council shall consist of twenty members, elected as provided in Article III, below.

The Associate Provost and Director of Academic Human Resources shall serve as liaison, but without voting privileges. A non-voting representative from Academic Human Resources, appointed by the Associate Provost and Director of Academic Human Resources, may attend, at the invitation of the Council, meetings when grievances are discussed in order to provide needed information."

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

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

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

Section 6. University Professional Personnel Advisory Committee (UPPAC) Representatives. The Council Chair, Vice-Chair, and Secretary shall represent the Council on UPPAC. One Council member elected by the Council at the regular June meeting shall serve as alternate.

Section 7. Council Procedures. Eleven members, one of whom must be the Chair or Vice-Chair, shall constitute a quorum. Approval by a majority of those members present and voting shall be required for adoption of any authorized action. A minority opinion may be filed to accompany any recommendation by the majority.

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

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

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

Section 8. Meetings. General meetings shall be held monthly and shall be open to the public, with the exception of specific grievance(s) discussion. The Chair may call special meetings upon consultation with the Council and/or Executive Committee.

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

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

Article II. Records and Files

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

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

Section 3. The Grievance Officer shall maintain all files pertinent to on-going grievances and the final report for past grievances for a two-year period. This material shall be held confidential to the extent required and allowed by law. All material pertaining to past grievances shall be archived in the UIUC Academic Human Resources office, and shall only be inspected at the approval of the Director of Academic Human Resources.

Article III. Election Procedures

Section 1. Any member of the electorate, as defined in Article I, Section 1, above, is entitled to vote by secret ballot in elections for Council members. 85

Section 2. Election shall be by district, with each district being represented by two persons elected by the members of that district. Ten districts shall be defined, and periodically reviewed for equitable representation, by the Council. No two district Council members shall be from the same University unit [as defined by district college department code numbers], with the exception of District 6 - University of Illinois Extension.

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Section 3 Members of the Council shall be elected for staggered three-year terms. District members' terms shall be staggered.

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

Section 5. In the event that a Council member changes district, moves to a unit already represented on the Council, or is no longer employed as an Academic Professional on the UIUC campus, the member shall vacate their position on the Council. The Council member shall submit a resignation to the Council within one month of the change of status.

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

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

Article IV. Officer Duties

Section 1. Chair

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

The Chair shall appoint an officer nominating committee at the May meeting. The nominating committee shall provide its report to the Council at the June meeting.

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

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

Section 2. Vice-Chair

The Vice-Chair shall assume the duties of the Chair in the event of death, resignation or removal from office of the Chair. The Vice-Chair shall act as Chair in the event of absence or disability of the Chair.

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

Section 3. Secretary

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

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

Section 4. Grievance Officer

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

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

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

Section 5. Vice-Grievance Officer

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

The Vice-Grievance Officer shall assume the duties of the Grievance Officer in the event of death, resignation or removal from office of the Grievance Officer. The Vice-Grievance Officer shall act as the Grievance Officer in the event of absence, disability, or a conflict of interest in a specific grievance of the Grievance Officer.

The Vice-Grievance officer shall assist the Grievance Officer as needed.

There is no limit on the number of terms the Vice-Grievance Officer may serve.

Section 6. Communications Officer

The Communications Officer is responsible for maintaining current content on the CAP Web site. The Officer will solicit regular updates from Council members and ensure these items as well as agendas, minutes, and other timely information approved for distribution are posted to the Web site and/or distributed to academic professionals in an appropriate manner.

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

The Communications Officer shall chair the communications committee.

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

Article V. Grievance Procedures

Section 1. The Council shall establish a standing Grievance Committee, consisting of the Grievance Officer and the Vice-Grievance Officer.

Section 2. The Council shall have the authority to accept, investigate and respond to grievances filed by Academic Professionals located on the UIUC campus as well as by APs associated with University Administration located on the UIUC campus. The Council shall make recommendations to the Chancellor or President on the grievances accepted.

Section 3. The Council shall establish guidelines and procedures approved by the Chancellor for handling grievances. Guidelines shall be available to academic professionals.

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Article VI. Amendments

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

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

Approved by Chancellor Thomas E. Everhart March 22, 1985
Approved by Professional Advisory Committee April 18, 1985

Amendments approved by Chancellor Morton W. Weir October 29, 1991
Amendments approved by Professional Advisory Committee November 7, 1991

Amendments approved by Chancellor Michael Aiken September 8, 1993
Amendments approved by Professional Advisory Committee September 2, 1993

Amendment approved by Chancellor Michael Aiken May 5, 1995
Amendment approved by Professional Advisory Committee January 26, 1995

Amendment approved by Chancellor Michael Aiken February 12, 1996
Amendment approved by Professional Advisory Committee December 7, 1995

UIUC PAC Articles of Procedure March 12, 1996

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