

**CONSTITUTION
SUPERVISORY/CONFIDENTIAL COUNCIL
IOWA STATE UNIVERSITY
AMES, IOWA**

ARTICLE 1. Representation

The Supervisory/Confidential Council of Iowa State University represents those employees working in a non-organized merit employment status. The Council is responsible to the President of the University through the Associate Vice President of Human Resources.

ARTICLE II. Objectives

The Supervisory/Confidential Council exists to facilitate communication between University supervisory/confidential employees and University administration. The Council shall discuss, formulate, and recommend to University administration any policies or procedures of common interest.

ARTICLE III. Organization

Section 1 The Supervisory/Confidential Council shall be composed of nine members elected from the pool of supervisory/confidential employees.

Section 2 Terms for the Council members shall be for three years. Terms shall be staggered to maintain continuity on the Council with three council members being elected each year.

Section 3 Official Consultants to the Council to represent the Human Resources Office and the Provost's Office shall be appointed by the respective offices and will be considered ex-officio members.

ARTICLE IV. Nominations

Section 1 A committee shall be appointed by the Chair or Co-Chairs, with the Vice Chair acting as Chair of the said committee, to oversee nominations by the Supervisory/Confidential Council. This committee shall be known as the Election Subcommittee.

Section 2 During the first week of April, nominations shall be solicited for Council membership.

Section 3 Only supervisory/confidential employees shall be eligible to be nominated.

Section 4 Nominations shall be sent to the Chair of the Election Subcommittee no later than the third week of April. Nominations shall include the candidate's name, classification, present position at the University, mini biography, and consent to serve.

ARTICLE V. Elections

Section 1 All eligible candidates for the Supervisory/Confidential Council shall be placed on the ballot. In the event that there are not enough candidates to cover the open positions, write-in blanks will be added to the ballot.

Section 2 Ballots shall be prepared and sent through campus mail or by email by the Council to all supervisory/confidential employees by the first week in May with a return deadline of two weeks later.

Section 3 Immediately following the deadline, the ballots shall be opened and counted by the Elections Subcommittee. Results of the election shall be given to the Secretary of the Council who will make the results a part of a permanent record of the Council.

Section 4 In the case of a tie, the winner shall be chosen by luck of the draw.

Section 5 The Chair of the Election Subcommittee shall send a letter to the elected members congratulating them on their election to the Council and inviting them to attend as guests of the Annual Meeting (June). The Chair of the Election Subcommittee shall also send a letter to those nominees who were not elected to Council thanking them for placing their name on the ballot and stating the vacancy policy set forth in Article V, Section 8.

Section 6 If requested, the Chair of the Election Subcommittee shall make available to each of the candidates on the official ballot a summary of the total number of votes received by each candidate.

Section 7 Any candidate listed on the official Council ballot may challenge the accuracy of the final count of votes. Such challenge must be made in writing no later than fourteen (14) days after the results of the balloting have been announced and must be delivered to the Chair or Co-Chair of the Council.

In the event there is a challenge, a recount of ballots will be performed by an impartial third party agreed upon by the Chair or Co-Chair and the candidate making the challenge. If there is no challenge, the ballots shall be disposed of by the Secretary of the Council at the end of ninety (90) days.

Section 8 In the event of a vacancy on the Council, the candidate receiving the next highest number of votes in the annual election will be asked to fill the vacancy, and so on until the position is filled or until there are no more applications. Said candidate shall complete the normal term of the councilperson leaving the Council.

Section 9 In the event a member of the Council changes position within the University so that said Council member no longer is designated supervisory/confidential, the normal vacancy procedures outlined in Section 8 will be followed.

ARTICLE VI. Election of Officers

Section 1 The officers of the Supervisory/Confidential Council shall be a Chair or Co-Chair, a Vice Chair, and a Secretary.

Section 2 These officers shall be elected at the June meeting, take office at the September meeting.

Section 3 These officers shall serve for one year.

Section 4 In the event the Chair(s) of the Council is no longer classified in the supervisory/confidential classification, the Vice Chair shall assume the duties of the Chair and complete the normal term of the Chair. In the event the Vice Chair or Secretary of the Council changes positions so that said Vice Chair or Secretary no longer is designated supervisory/confidential, a new Vice Chair or Secretary shall be elected by the Council. Nominations will be made for the vacant position from the floor at the next Council meeting following the change of University status of said officer and a ballot vote shall be conducted at that time if a quorum is present with all Council members present voting.

ARTICLE VII. Duties of Officers

Section 1 The Chair or Co-Chair shall call regular and special meetings of the Council. The Chair or Co-Chair shall preside over each meeting and appoint committees that are needed to facilitate Council business.

Section 2 The Vice Chair shall preside at meetings of the Council in the absence of the Chair(s). Said Vice Chair shall carry out such duties as delegated by the Chair(s).

Section 3 The Secretary shall supervise the recording of the minutes of the Council meetings, maintain a permanent record of these minutes at

University Archives, send copies to each member of the Council and make them available on the website.

Section 4 The Executive Council shall be composed of the Chair or Co-Chairs, Vice Chair, and Secretary. The Executive Council shall act for the Council, on emergency problems which may arise when a quorum is not available.

ARTICLE VIII. Meetings

Section 1 Meetings of the Supervisory/Confidential Council shall be held every month. Special meetings may be called by the Chair or Co-Chair, or upon petition of one-third (1/3) of the members of the Supervisory/Confidential Council. Such meetings must be held within five (5) working days of the date of petition.

Section 2 All meetings of the Council shall be open meetings.

Section 3 In order to transact business, a quorum of one (1) or more than one-half (1/2) of the Council members must be present.

Section 4 The rules of parliamentary practice as set forth in Robert's Rules of Order, Revised, shall govern in the case of any question of proper procedure. One Council member may request a roll call vote, which will be recorded in the minutes.

Section 5 The meeting following the election of council members shall be designated the "Annual Meeting" (June). The Chair or Co-Chair and Secretary shall present a report in writing at the Annual Meeting, and this report shall be considered part of the permanent record of the Council.

Section 6 Any Council member being absent for three regularly scheduled, successive meetings may be dropped from the Council subject to review of their absenteeism by the Executive Council.

ARTICLE IX. Regents Interinstitutional Supervisory/Confidential Advisory Committee (RISCAC)

Section 1 Three representatives from Iowa State University, with at least two of who shall be current Supervisory/Confidential Council members and up to one non-council Supervisory/Confidential employee selected by the current Chair or Co-Chairs.

ARTICLE X. Amendments

An amendment to the Constitution may be proposed at a regular Council meeting and shall be circulated to all supervisory/confidential employees. An amendment requires a two-thirds (2/3) majority vote of the Council

Revised 04/07