

Civil Service Employee Council, CSEC Constitution, Bylaws and Committee Duties &

Responsibilities



Effective Date: October, 2020

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Effective October 1, 2020

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CIVIL SERVICE EMPLOYEE COUNCIL

STATEMENT OF EXPECTATIONS

The Civil Service Employee Council supports the Value, the Vision, the Mission and the Strategic Plan of Western Illinois University.

The Statement of Mutual Expectations is what the CSEC members expect from one another.

1. Members will represent the best interests of WIU. *Within the context of the civil service employee council, CSEC members will:*

- a. Advocate for WIU's commitment to self-governance according to statutes and regulations of the State Universities Civil Service System (SUCSS 250.30).
- b. Share the common vision for the University.
- c. Listen to and discuss diverse opinions and perspectives.
- d. Insist on sound financial management and standards.
- e. Allocate resources to effectively advance the CSEC objectives in support of the Council and WIU's strategic plan and mission.
- f. Develop a strong sense of cohesiveness for the maximum benefit of the council and WIU by accepting and supporting the Council's decisions once they are made.

2. Expectations--A CSEC member will:

- a. Be an active, committed, knowledgeable, contributing member of the CSEC.
- b. Attend regular, special and committee meetings of which you are a member.
- c. Review all pertinent information prior to such meetings and arrive prepared.
- d. Understand the financial issues relevant to CSEC and WIU overall and will understand the distinctive nature of WIU in the marketplace.
- e. Contribute to work involved with the CSEC luncheon each semester.
- f. Participate in WIU functions as appropriate. 1

3. Members will maintain high standards of professionalism and ethical conduct. CSEC members will:

- a. Model and nurture positive norms and values and intercede when obstructed.
- b. Avoid any conflicts of interest and adhere to the standards of conduct as set forth in the Illinois Governmental Ethics Act & State Officials and Employees Ethics Act.
- c. Ensure full compliance with the [Open Meetings Act \(5 ILCS 120\)](#) and public records laws.
- d. Respect the academic culture, institutional norms and the CSEC governing process.
- e. Maintain confidentiality when applicable.

4. CSEC will advocate for the WIU Values, Vision & Mission Statements. CSEC Members will:

- a. Be knowledgeable and able to articulate the CSEC Mission within the context of the CSEC constitution and bylaws.
- b. Promote the continual enhancement of the WIU civil service employee council experience and will lead by example by endorsing and/or contributing to the WIU (fall/spring) luncheon event.
- c. Work with WIU HR and other senior leadership who are working with Illinois executive and legislative branch decision makers to advance the WIU strategic plan and mission.

5. CSEC members will demonstrate accountability for personal performance and continuous growth by annually completing the CSEC (anonymous) self-assessment. *(Adapted from WIU B.O.T.)* Purpose: An

overall evaluation of the council as a whole in terms of attendance, participation, preparation, submitting and posting reports in a timely manner, as well as reporting and resolving problems while adhering to 'Robert's Rules Revised' and the [Open Meetings Act \(5 ILCS 120\)](#). Other considerations include complying with WIU standards, policies and procedures, providing adequate representation, interaction and communication with the University and the civil service constituency.

- a. How did we do this year?
- b. What should we do more of?
- c. What should we do less of?

PART I: CONSTITUTION

ARTICLE I – NAME

The name of this organization shall be the Western Illinois University Civil Service Employees Council, or CSEC.

ARTICLE II – MISSION

SECTION 1. THE MISSION OF THIS ORGANIZATION SHALL BE:

- a. To work with the Director of Human Resources in the formation of policies related to all Civil Service employees. To provide a platform for the exchange of ideas and to relay directives between the employee groups and the Director of Human Resources.
- b. To provide guidance to Civil Service employees, in conjunction with the Civil Service Advisory Committee Representative to the Merit Board in order to make recommendations to the Director of Human Resources and member(s) representing Western Illinois University Campus Community.
- c. To plan and organize social, educational, and professional development activities for Civil Service employees.

SECTION 2. FORCE MAJEURE

The WIU Civil Service Employees Council will abide by WIU Board of Trustees and University Policies whenever applicable to mitigate risks from any unanticipated interruptions to normal operating procedures as defined in this constitution.

ARTICLE III – MEMBERSHIP GROUPS

SECTION 1. COUNCIL MEMBERSHIP

Representation on the Civil Service Employees Council shall be based on employee groups.

SECTION 2. EMPLOYEE GROUPS

There shall be five recognized groups, namely: (1) administrative and professional; (2) support services; (3) service and technical; (4) union and prevailing; (5) Western Illinois University Quad Cities Campus employees.

ARTICLE IV – MEMBERSHIP AND QUALIFICATIONS

SECTION 1. COMPOSITION OF COUNCIL AND REPRESENTATION

The Council shall consist of twenty (20) members composed of candidates from each of the recognized employee groups. Each of the five groups shall be represented by no more than 4 members. Any permanent status Civil Service employee who has completed his/her initial probationary period shall be eligible for election to membership on the Council. When possible, all groups shall be represented on the council by members from their group. Members may be appointed/elected to represent those groups lacking representation.

SECTION 2. QUALIFICATIONS

A primary qualification must be the member's active attendance and participation at monthly meetings. To conduct voting and business the Civil Service Employees Council must have a quorum present at the meeting location, through virtual or physical attendance in accordance with the [Open Meetings Act \(5 ILCS 120\)](#).

SECTION 3. TERM LIMITS FOR MEMBERS

The term of membership shall be three years. Members may serve a maximum of two terms consecutively and may be re-elected after a one-year leave of absence from the Council. *(For Term limits of CSEC Officers see Constitution, Part I: Article VI, Section 4, page 6.)*

Part I: Constitution, cont'd.

SECTION 4. ABSENCES

The President has the authority to authorize absences. A position will be declared vacant after (4) unauthorized or unexcused absences per fiscal year.

SECTION 5. Employee Advisory Committee (EAC), EX-OFFICIO MEMBER

Western's representative on the State University Civil Service Employee Advisory Committee (EAC) member to the Merit Board shall be an ex-officio member and shall not be an elected representative from CSEC.

SECTION 6. PUBLIC RELATIONS REPRESENTATIVE

The Public Relations (PR) Representative may or may not be a voting member of the Civil Service Employees Council. A CSEC member shall be appointed and hold the PR position in the same manner as that of a CSEC committee chairperson as outlined in the CSEC Committee Duties (Part III).

A civil service employee other than a CSEC member shall be appointed to the PR position by majority approval of the council as a whole. The PR Representative shall be an ad-hoc member of the Award Selection Committee. A CSEC member serving as the PR Representative may provide a report at the monthly council meetings. A non-council member serving as the PR Representative may provide monthly reports to the chair of the Award Selection Committee to share at the next regular council meeting.

SECTION 7. MINUTES AND REPORTS

Minutes of the meetings and reports of all standing committees and representatives shall be prepared and submitted to the CSEC secretary (5) five business days prior to the scheduled monthly meetings. The secretary will assemble documents for distribution to council members

Part I: Constitution, cont'd.

with the agenda. Documents will include any reports from CSEC Officers as well as reports from the WIU Representative for the State University Civil Service Employee Advisory Committee, also known as the EAC member.

ARTICLE V – OFFICERS AND EXECUTIVE COMMITTEE

SECTION 1. CSEC Officers. The officers of the Council shall be: President, Vice President, Secretary, and Treasurer.

SECTION 2. The Executive Committee shall be composed of the President, Vice President, Secretary, Treasurer, and the EAC member. (EAC refers to Western's representative on the State University Civil Service System Employee Advisory Committee to the Merit Board.)

ARTICLE VI – ELECTION OF OFFICERS

SECTION 1. Officers shall be elected at the first meeting of the Council year. Retiring officers shall continue to hold office until the new officers are elected. *(Note: As per Part 2. CSEC Bylaws; Article IV. The Civil Service Employees Council Year shall be from June 1 to May 31st.)*

SECTION 2. The officers of the Council shall be elected by the members of the Council from its own membership.

SECTION 3. In case of a vacancy of office, a special election will be held to elect a replacement from among its own membership.

SECTION 4. TERM LIMITS FOR OFFICERS. No officer shall serve more than three consecutive terms in the same office. Any officer serving six months or more in an office shall be deemed to have served one term. *(For Term limits of CSEC members see Constitution, Part I: Article IV.*

ARTICLE VII – AMENDMENTS

SECTION 1. PROPOSALS

Any member of the Council may propose an amendment to any of the (3) three parts of the CSEC document (listed below). Proposals will be sent in writing or by telecommunications to the Constitution Committee Chairperson with a copy also sent to the CSEC President.

Part 1) Constitution

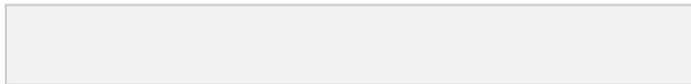
Part 2) By-Laws &

Part 3) Committee Responsibilities.

SECTION 2. AMENDMENT PROCESS

The President shall assume responsibility of informing all members of the Council of the proposed amendment(s). The amendment(s) may be voted on at the next regular meeting, or at any succeeding meeting following the one after which the amendment was first presented. The amendment shall be adopted, if approved by a two-thirds majority of the Council.

PART II: BYLAWS



PART II: BYLAWS

ARTICLE I – OFFICERS

Section 1. THE PRESIDENT shall:

- a. Preside over all CSEC meetings and serve as the primary contact on behalf of the Council.
Initiate and respond to correspondence related to the Council as needed.
- b. Enforce all regulations and policies pertaining to the administration of the Council and
appoints chairs as needed.
- c. Call special meetings of the Council as needed

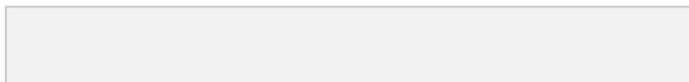
- d. Set an agenda, including all committee reports and will publish all materials three working days prior to the scheduled meeting. The president shall work in conjunction with the secretary to ensure materials are distributed to WIU Human Resource Representatives, Council members and to the public.

Section 2. THE VICE PRESIDENT shall:

- a. Assume the duties of the President in the event of the absence of that officer.
- b. Prepare the CSEC Calendar and reserve meeting rooms.
- c. Prepare and maintain 'Membership Roster' of each CSEC committee.
- d. Perform other duties as assigned by the President

Section 3. THE SECRETARY shall:

- a. Preside over Council meetings in the absence of the President and Vice President. b. Record proceedings and resolutions for all meetings and shall provide copies to the President for distribution and publication as needed.
- c. Collect, assemble, and provide copies of proceedings and committee reports to the President for distribution and publication with meeting notices and agendas.



Section 4. THE TREASURER shall:

- a. Serve as the Council's fiscal agent.
- b. Record and report all Council accounts, billing and receivables, donations, and provide report(s) to the secretary three (3) days prior to regular Council meetings.

ARTICLE II – PUBLIC RELATIONS CSEC REPRESENTATIVE

The Public Relations (PR) Representative shall:

- a. Serve as an ad-hoc member for the Award Selection Committee.

- b. Function as a CSEC Committee Chairperson
- c. Monitor and update the CSEC website in collaboration with uTech Web Services to include posting agendas, schedules, and minutes.
- d. Edit and update items for publication to the WIU-CSEC website and any internal or external announcements.
- e. Provide reports at monthly council meetings as needed.
- f. Assist in the organization and participation of CSEC public related events such as the fall/spring luncheon.

ARTICLE III – COMMITTEES

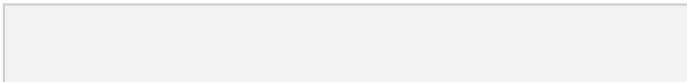
Section 1 – Council Committees

Standing Committees –Awards & Selection; Constitution & Elections; Executive; Fundraising & Social Events; Policy & Appeals; Public Relations; Professional Development & Training. Membership of these committees shall be determined according to the individual committee guidelines as stipulated in Part 3. CSEC Committee Duties and Responsibilities.

Section 2 – [University Committees](#)

Civil Service representatives will serve on University Committees, will be approved by a majority of the Council, and will follow University Committee Membership guidelines.

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Section 3 - Ad Hoc Committees

Appointments for CSEC members to these committees will be determined as necessary based on WIU requests.

ARTICLE IV – CSEC CALENDAR YEAR

The Civil Service Employees Council Year shall be from June 1 to May 31st.

ARTICLE V - MEETINGS

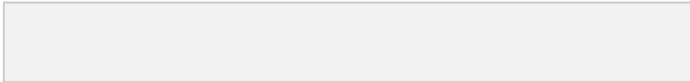
Section 1 - Regular Meetings

Regular meetings of the Council shall be held monthly. At the beginning of each Council Year, the President and Vice President shall have prepared and made public a schedule of all regular meetings, including the dates, time and location of CSEC meetings (5 ILCS 120/2.03). If a permanent change is made in regular meeting dates, or the location or time then at least a 10-day notice of the change shall be given in accordance with Section 2.03 of the [Open Meetings Act \(5 ILCS 120/2.02\(a\)\)](#). For regular and special meetings, or for one-time meetings changes a notice should be posted at least 48 hours prior to the meeting.

At least 48 hours prior to the regular monthly meeting, the public relations representative will post an agenda on the WIU CSEC Website. In accordance with the [Open Meetings Act \(5 ILCS 120\)](#), the agenda will be posted at the location(s) where the meeting will be held.

Section 2 - Special Meetings

Special meetings may be called by the CSEC President to conduct the business of the Council. At least three days in advance of the special meeting, CSEC members will be provided with written notice of the purpose and details of the special meeting. (5 ILCS 120/2.02).



Section 3 - Committee Meetings

All committees shall be subject to the call of the respective chairperson or of the CSEC President. Committees will give 48 hours' notice of meeting locations, to include the date, time and agenda. Committee chairperson will provide minutes to be submitted to the CSEC Secretary a minimum of three (3) days before the next monthly CSEC meeting.

Section 4 - Quorums

A quorum shall be the minimum number of members who must be in attendance for CSEC to conduct business. A quorum is defined by the majority of members currently serving on the council and are present to vote. A 2/3rd majority vote is required to approve amendment proposals to the Constitution or to motion to initiate a referendum. Acceptable methods of voting will be by a show-of-hands, paper ballots, or electronic voting. The voting tally will be recorded in the meeting minutes.

Section 5 – Approved Work-Release Time

Council members will have secured permission from their supervisor to attend Council meetings held during working hours as stipulated in the Statement of Candidacy form. Council members shall receive release time for attending meetings.

Section 6 - New Members/vacancies

New members shall be seated before the election of new officers at the first meeting of the Council year (see Article IV). If there is a vacancy prior to the election of new officers, this can be filled with the approval of the Council (see Article VII).

Section 7- Open Meetings

In accordance with the [Open Meetings Act 5 ILCS 120/7\(c\)](#): Attendance via telecommunications and Audio/Video conferencing is allowed for Quad Cities Campus representatives and the public.

The Quad Cities' members may attend by video or telephone conference if a quorum of the members of the public body is physically present. For meetings at the Quad Cities Campus, the reverse is true.

Section 8 - Closed Meetings

A public body may hold closed meetings only to review issues related to individual students and the performance of specific employees. Closed sessions will operate according to Robert's Rules of Order. No motion or action may be taken or voted on in a closed meeting ([5 ILCS 120/2 \(c\)](#)).

Article VI – REPRESENTATION OF HUMAN RESOURCES AT THE COUNCIL MEETINGS A

representative of Human Resources may attend any regular or special meeting of the Council but shall not vote.

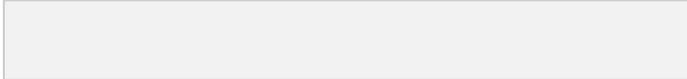
Article VII – NOMINATION AND ELECTION OF CSEC MEMBERS

CANDIDACY – Individuals seeking Council membership will provide a completed Statement of Candidacy Form to be received at least 2 weeks before the yearly elections,

unless there is a vacancy. This will be presented to the Council for a vote. If written statements are received at the same time, then placement on the ballot will be determined by a drawing.

Section 1. All permanent status employees beyond their initial probation shall have the right to vote for Council members.

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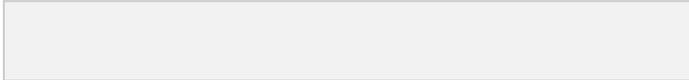


Section 2. Supervision of Elections. Elections shall be supervised by the Election Committee and approved by the Civil Service Employees Council. This committee consists of one CSEC member from each employee group and the chairperson. Vacancies will be filled by the council as needed to ensure representation.

Section 3. CSEC Member Elections

- a. The Election Committee shall prepare an official ballot from the statement(s) of candidacy. Names shall appear on the ballot in the order that the written statements of candidacy are received by the chairperson of the Election Committee. If written statements are received at the same time, then placement on the ballot will be determined by a drawing.
- b. **VOTING:** Two different types of positions will be voted on.
 - 1) For a REGULAR yearly position, all civil service employees of that group represented shall vote.
 - 2) For an IRREGULAR fill-in position because of a vacancy, then CSEC members will vote for candidate(s) regardless of their employee group.
- c. The Election Committee will tabulate votes within three days after the polls are closed.
- d. The Director of Human Resources or designee shall be responsible for notifying elected candidates.

- e. Absentee ballots may be obtained from the Chairperson of the Election Committee by the voter requesting a ballot in accordance with a time schedule to be established by the Election Committee.



Section 4. REPLACEMENT OF MEMBERS

a. Whenever a representative changes group status within the University system, that member shall serve from the group which elected him/her until the next scheduled annual CSEC Election. At such time the position shall be declared vacant and a new representative shall be elected from the group to complete the term.

b. In the event that a council member resigns from the Council for any reason, the Council shall appoint a replacement from the required group. The appointee shall serve only for the remainder of the term of the person replaced.

c. In the event of elected Council members taking an approved leave from the University, the Council shall appoint a replacement from the required group for the remainder of the term of the person replaced.

ARTICLE VIII – REFERENDUM

Section 1. Requests

A request for referendum shall be submitted to the President of the Council who shall present the petition to the Council members at the next meeting. The Council may also initiate a referendum by a majority vote of the Council members.

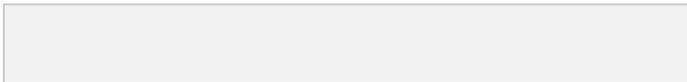
Section 2. Requirements

Any matter of concern to the Civil Service employees shall be subject to referendum upon presentation of a petition signed by twenty percent of the status Civil Service employees.

Section 3. Timeframe/process

The Council shall conduct the referendum by ballot of the status Civil Service employees within thirty days following the Council meeting at which the petition was presented.

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Section 4. Results

The results of the referendum and the recommendation of the Civil Service Employees Council shall be forwarded to the CSEC President and to the Director of Human Resources for approval before becoming effective.

ARTICLE IX – DONATIONS

Section 1. The Council will make a one (1) time donation of \$100.00 to the cause, benefit, or memorial of a Civil Service employee who is terminally ill, or passes while actively employed by Western Illinois University. Options follow:

- a. While terminally ill when a benefit is held in the person's name, a one-time donation of \$100.00 may be made to the individual's benefit. Or
- b. While terminally ill a benefit may be held in the person's name, and if it is the wishes of the person or family, a one-time donation of \$100.00 may be made to a charitable organization in their name. Or
- c. A memorial may be held for said person with a one-time donation of \$100.00 that may

be made to the memorial/charity organization of the individual's choice.

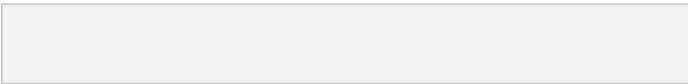
d. If no election is made from Article IX Sec. 1 (a-c) then a donation of \$100.00 may be made to the CSEC Scholarship Fund in said person's name.

Section 2. A simple majority vote is required for all donations presented before the council, pending the availability of funds.

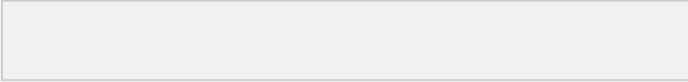
Article X - [ROBERTS RULES](#)

The rules contained in the "Roberts Rules of Order Revised" shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the By-Laws.

Adopted: May 1970, Revised: October 1970, December 1970, April 1971, July 1971, May 1972, July 1973, April 1979, May 1981, September 1990, November 1992, December 1999, May 2006, July 2007, June 2010, September 2013, May 2014, **October, 2020.**



**PART III: COMMITTEE ROLES
&
RESPONSIBILITIES**



**Part III. CIVIL SERVICE EMPLOYEE COUNCIL
COMMITTEE ROLES & RESPONSIBILITIES**

ARTICLE I. COMMITTEE ORGANIZATION

The CSEC mission is maintained by the following ‘Standing Committees’. (Listed alphabetically with exceptions as noted by asterisk.)

1. AWARDS & SELECTION

2. CONSTITUTION & ELECTIONS (**refer to membership exceptions.*)

3. EXECUTIVE COMMITTEE (**refer to membership exceptions.*)

4. FUNDRAISING/SOCIAL EVENTS (“LUNCHEON”)

5. POLICY & APPEALS

6. PROFESSIONAL DEVELOPMENT & TRAINING

7. PUBLIC RELATIONS (**refer to membership exceptions.*)

ARTICLE II. COMMITTEE CHAIRPERSON: Duties & Responsibilities.

A. For each of the seven committees, a Council representative serves as a chairperson.

Section 1. Chairperson Vacancy.

A chairperson vacancy is open to nominations and the nominee is approved by the Council. The President has the right to appoint an acting chairperson if one is needed before the next regular CSEC meeting.

Section 2. A chairperson is responsible for maintaining the membership list and the date of expiration of terms for their respective standing committee members. The CSEC Vice President will track membership terms of the chairpersons.

Section 3. Meetings are held on an “as needed” basis.

Part III. Standing Committees, cont'd.

B. COMMITTEE MEMBERSHIP: Duties & Responsibilities.

1. Each committee will consist of one member from each employee group and the chairperson. Vacancies will be filled by the chairperson as needed to ensure representation.
2. *Except for the Executive Committee President, all standing committee members will vote. All votes shall be conducted by a show-of-hands, paper, or electronic means with the voting tally recorded in the meeting minutes. In case of a tie, the chairperson will break the tie. **Committee membership exceptions are noted by an asterisk.*
3. Representatives are appointed/dismissed by the chairperson of the committee. Representatives serve 2-year terms, for a maximum of 2 consecutive terms and a minimum of a 2-year layoff between terms. The committee consists of five members, one from each employee group (not from CSEC) plus the chairperson, with the chairperson being a member of the CSEC. **Committee membership exceptions are noted by asterisk.*
4. **Records.** The chairperson of the committee is responsible for providing reports to the CSEC Secretary.

ARTICLE III. STANDING COMMITTEE: Roles & Responsibilities

Section 1. AWARDS & SELECTION COMMITTEE RESPONSIBILITIES:

- a. Responsibilities are to support the successful completion of the annual fund drives. This Committee will choose the selection criteria to determine award recipients and the Chairperson will coordinate the interview schedule between committee members and the candidates to ensure project completion. Committee evaluates candidates and facilitates final decisions for all award recipients. These decisions are final and binding

and ineligible for review or appeal.

- b. Submits a request to CSEC for approval on the number and monetary amounts to be awarded annually. This committee ensures the manner of distribution of scholarship

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funds are awarded to recipients and reports record keeping of distributions to the CSEC treasurer. The committee chairperson maintains communication with Human Resources, the Foundation, the Council, and employees.

Section 2. CONSTITUTION & ELECTIONS COMMITTEE RESPONSIBILITIES:

1. CONSTITUTION

- a. The chairperson will schedule at least one annual meeting to review any proposed changes to the Constitution, Bylaws or Committee Duties. The CSEC may also request a comprehensive review of the Constitution at any time.
- b. Proposed revisions to the Constitution are provided to CSEC for formal action. The chairperson will exercise due diligence to determine what if any action for change will be recommended to the Constitution & Bylaws. The chairperson ensures the voting process is followed to implement proposed changes.
- c. To change any provision of the Constitution & Bylaws takes a two thirds majority vote.

2. ELECTIONS

- a. **Election Committee Responsibilities.** Publishes information on the upcoming election and distributes it to all eligible employees. A "Statement of Candidacy" form will be included and is to be returned to the Election Committee at least two weeks prior to the election. CSEC statements of candidacy will be accepted throughout the year and voted on at the next CSEC meeting following the month in which it was received.
- b. CSEC Member Election timeframe – The Civil Service Employees COUNCIL YEAR shall be from June 1 to May 31st.
- c. Reference Part II. **Bylaws: Article VII** for "Nomination and Election of CSEC Members",

Section 3. EXECUTIVE COMMITTEE: *The CSEC President serves as the Chairperson*.

- a. **Membership:** The Executive Committee consists of the President, Vice President, Secretary, Treasurer, and the Employee Advisory Committee, or EAC member of the WIU CSEC.
- b. Action(s) taken by the Executive Committee are reported at regularly scheduled Council meetings. No formal minutes are required.
- c. Responsibilities of the Executive Committee involve preparation of the agenda for regular Council meetings, the leading of discussions to consider action(s) on matters pertinent to Council business, acting on behalf of the Council in the appropriate situations, advancing the CSEC profile among WIU institutional self-governing bodies, and meeting with the University President once each semester for the purpose of discussing Civil Service concerns.
- d. Coordinates with the education committee to administer the CSEC assessment survey annually as per Part III. Duties: Section 6d. Professional development & training committee.

Section 4. Fundraising / Social Events (“LUNCHEON”) Committee – A Council representative serves as chairperson. A chairperson vacancy is open to nominations and the nominee is approved by CSEC.

- a. The chairperson delegates tasks to organize and carry out social events for WIU Civil Service employees and is responsible for the accurate transfer of funds that are raised

and also reports budget details to the CSEC Treasurer.

- b. **Guidelines** – The chairperson provides the event’s anticipated expenditures request for approval to the Council prior to the event. Expenditure requests for the cost of fundraising are approved by a majority vote of the Council.

c. The operations account is the funding source for event expenditures for fundraising events with reimbursement made to vendors after the event has concluded. d. All expenditures for events are paid by check from the CSEC Treasurer or the Foundation, after approval from the CSEC President. This includes expenses to attend approved conferences, luncheons, and to attend grievance meetings as needed.

- e. Correspondence requiring a response from the committee is acknowledged by the chairperson in a timely manner.

Section 5. POLICY & APPEALS COMMITTEE

- a. The purpose of the Policy & Appeals Committee is to investigate civil service employee grievances or complaints. The committee will consider applicable facts, policies, procedures, current law precedents, as well as to review the offered or available resolutions. The committee *chairperson will submit a recommendation to the University President or designee for review and final determination of the issue.

- b. ***Chair Responsibilities include:** Receiving the written appeal or request for review from the affected party. Coordinates schedules and presides over the meetings. Also prepares final report(s) with cc: to the appealing party; the University President; the Director of University Personnel; the CSEC President, Employee Advisory Committee member; and to the Appeals Committee members.

- c. The Policy & Appeals Committee is free to consult with the Human Resource Director, the

appealing party, the supervisory/management personnel and other concerned parties if such consultation will benefit the Committee in arriving at a recommendation. The final recommendation must not violate any official University policy or contract,

Part III. Standing Committees, cont'd.

BOT regulation, or SUCSS statute or rule in force at the time of the incident. However, the committee may propose policy changes for consideration in the interest of fairness. d. As designated in the University Compensation Policy, this Committee deals with all matters of compensation, including grievances brought before it. All recommendations for revision to the University Compensation Policy are forwarded to CSEC for formal action.

Section 6. PROFESSIONAL DEVELOPMENT & TRAINING COMMITTEE

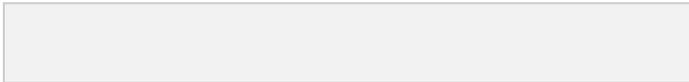
- a. The responsibilities of this committee include consideration of Civil Service employees who encounter problems using the WIU educational benefits. Also, it makes recommendations to the Council about possible improvements regarding educational opportunities.
- b. Annually in January, this committee provides a review of requirements of the CSEC election process to prepare members to consider new officers for election. c. Annually, CSEC is briefed on the Roberts Rules of Order Revised.
- d. This Committee conducts an annual survey to gather feedback from members regarding the level of success of CSEC in completing its overall mission. (As per the CSEC Statement of Expectations, page 2 of this document, item #5.)
- e. The Chair designates a member to welcome new employees to the university to assist with any questions or concerns new staff may have about policies, procedures, building

locations, etc. The committee also delivers welcome gifts to the employees from their respective vice presidents.

- f. Participates in recruitment activities and events.
- g. Provides input and feedback on Council of Council events.

Section 7. PUBLIC RELATIONS COMMITTEE.

- a. CSEC PR Representative serves as the chairperson.
- b. The PR representative serves as the point of contact for ad hoc recruitment activities, to coordinate social media for the WIU CSEC Website and functions as the CSEC web master.
- c. As per the [Open Meetings Act \(5 ILCS 120/\)](#) the CSEC PR representative will post all agendas, meeting schedules and approved minutes on the WIU CSEC Website no later than 72 hours prior to, or after each regular monthly meeting as needed.
- d. The public relations chairperson will delegate tasks to ensure project completion is done in a timely manner.



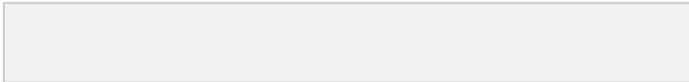
PART IV: Appendix

A. Robert's Rules <https://robertsrules.com/frequently-asked-questions/>

B. Glossary of terms

C. Constitution Timeline

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Appendix B: Glossary of Terms

- 1. Council of Councils** - Annual Conference hosted by Illinois state-wide universities for CSEC members to receive updates and reports from the State Universities Annuitants Association; State Universities Retirement System; State Universities Civil Service System, with presentations and Q&A session regarding current events.
- 2. CSEC Luncheon** - A primary function of CSEC to promote public relations, fundraising, boost morale, and to connect with the campus community.
- 3. Council year** - The Civil Service Employees COUNCIL YEAR is June 1 to May 31st. (Part II Bylaws, Article IV page 12.
- 4. EAC** - Refers to the WIU CSEC representative on the Employee Advisory Committee. The State Universities Civil Service Advisory Committee is mandated by Section 36c of the State Universities Civil Service Act (110 ILCS 70/36c). The Committee meets at least quarterly at campuses throughout the state, welcoming civil

service employees at the particular campus to attend. Members are elected by civil service employees at each of the Universities and Agencies served. Committee members represent their constituents by functioning in an advisory capacity to the Merit Board on "All matters pertaining to the University System." Peter Skrypkun has served as the WIU EAC member from 2007 - 2021 or 14 years.

5. <https://www.sucss.illinois.gov/pages/boards/eac.aspx>

6. **Force Majeure** - Force majeure is a common clause in contracts that essentially frees both parties from liability or obligation when an extraordinary event or circumstance beyond the control of the parties, such as a war, strike, riot, crime, epidemic or an event described by the legal term act of God, prevents one or both parties from fulfilling their obligations under the contract. 1st instituted during the 2020 Covid-19 Coronavirus Pandemic.

7. **Form** – CSEC Forms for the statement of candidacy is online in the WIU website

http://www.wiu.edu/vpas/civil_service_employees_council/forms.php

8. **Open Meetings Act** - [Open Meetings Act \(5 ILCS 120\)](#) Refers to “The public policy of this State that public bodies exist to aid in the conduct of the people's business and that the people have a right to be informed as to the conduct of their business.” CSEC will be in full compliance with the Open Meetings Act and public records law.

9. **Quorum** - From Part II: ByLaws. A quorum shall be the minimum number of members who must be in attendance for CSEC to conduct business. A quorum is defined by the majority of members currently serving on the council and are present to vote. A 2/3rd majority vote is required to approve amendment proposals to the Constitution or to motion to initiate a referendum. Acceptable methods of voting will be by a show of-hands, paper ballots, or electronic voting. The voting tally will be recorded in the meeting minutes.

10. **Recruitment** - All CSEC members are advocates for recruiting new members. The PR representative serves as the point of contact for ad hoc recruitment activities, to coordinate social media for the WIU CSEC Website and functions as the CSEC web master. Also see sample of recruitment flyer attached.

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11. **Roberts Rules** - <https://robertsrules.com/frequently-asked-questions/>

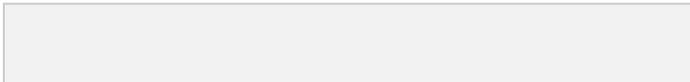


12. **Social Media** - Also see recruitment flyer attached.

https://docs.google.com/forms/d/e/1FAIpQLSe2SlmcVAYFuXp6kxNH00m_ZT5TUa9yGxfl3CzCAqAFqeEjg/viewform

13. **Term Limits** –

- Members: See Part 1 Constitution: Article IV. Section 3, page 4.
- Officers: See Part 1: Constitution, Article VI. Section 4, page 6.



Appendix C: Constitution Timeline of Adopted Revisions

- 1970 October & December
- 1971 April & July
- 1972 May
- 1973 July
- 1979 April
- 1981 May
- 1990 Sept

- 1992 Nov.
- 1999 Dec.
- 2006 May
- 2007 July
- 2010 June
- 2013 Sept
- 2014 May
- 2016 April
- 2020 October