

MONTANA STATE UNIVERSITY - BOZEMAN PROFESSIONAL COUNCIL BY-LAWS

(April 2004)

TABLE OF CONTENTS

Article One: Elections

- Section One: Eligibility
- Section Two: Election Dates
- Section Three: Terms
- Section Four: Alternates

Article Two: Conduct of Professional Council Meetings

- Section One: Calendar
- Section Two: Meetings
- Section Three: Voting

Article Three: Duties and Responsibilities of Officers

- Section One: General
- Section Two: Duties and Responsibilities of the Chair
- Section Three: Duties and Responsibilities of the Chair-Elect

Article Four: Amendment

Article One: Elections

Section One: Eligibility

1. Professional employees are eligible for election to the 8 seats of the Professional Council and are eligible to vote in elections for Council members, provided they meet the requirements specified in the Professional Council Constitution, Article Three.
2. There are 3 divisions, as follows: Academic Affairs (includes Museum of the Rockies, Provost's Office, ES, AES, and professionals employed by academic colleges), Student Affairs (including coaches), and other Administrative Offices (including the President's Office, Research Office, and Administration and Finance). Representatives will be elected from the Divisions as follows: 4 from Academic Affairs, 2 from Student Affairs, and 2 from Administrative Offices.

Section Two: Election Dates

1. Elections for Professional Council members will take place by the first Thursday of April. The elected representatives will assume office at the first regular meeting in the fall semester.

Section Three: Terms

1. Elected Council members shall serve a term of three years and shall be eligible for re-election.

Section Four: Alternates

1. Elected Council members unable to attend a meeting shall arrange for another professional employee from the same division to attend in their place.

Article Two: Conduct of Professional Council Meetings

Section One: Calendar

1. Professional Council will meet monthly from September through May of each academic year.
2. Summer meetings of the Council may be called by the Chair.

Section Two: Meetings

1. Notice of the meetings, agendas and minutes from the prior meeting shall be sent to each member of Professional Council in advance of the Council meeting.
2. A quorum shall consist of a simple majority of the elected members or their alternates.

Section Three: Voting

1. All actions or recommendations shall pass or fail in the Council by virtue of a simple majority vote.
2. Any member of the Council may request a secret written ballot. The results of such a ballot will be announced and recorded.

Article Three: Duties and Responsibilities of Officers

Section One: General

The officers of the Council shall include a Chair and Chair-Elect. These officers serve at the pleasure of the majority of Professional Council and may be replaced only by a "positive vote of

no confidence” duly processed as an agenda item. A “no confidence” vote demands that an alternative member be named to hold the office, and a vote determines who shall serve.

Section Two: Duties and Responsibilities of the Chair

1. Duties

- A. To preside over meetings of Professional Council.
- B. To be the official spokesperson to represent the interests of and to communicate information about the activities of the council.
- C. To attend meetings of the University Governance Council Steering Committee.

2. Election

- A. The Chair of Professional Council shall be elected by and from the membership of the Council at its last spring semester meeting.
- B. The newly-elected Chair will take office at the first regular meeting fall semester.

3. Term of Office

The Chair shall serve a one year term.

Section Three: Duties and Responsibilities of the Chair-Elect

1. Duties

- A. To assume the duties of the Chair in her/his absence.
- B. To attend meetings of the University Governance Council Steering Committee.

2. Election

- A. The Chair-Elect of Professional Council shall be elected by and from the membership of the Council at its last spring semester meeting.
- B. The newly-elected Chair-Elect will take office at the first regular meeting fall semester.

3. Term of Office

The Chair-Elect shall serve for a one year term, and then move into the Chair's position.

Article Four: Amendment

These By-Laws may be amended at any meeting of Professional Council by a majority, providing a quorum is present, and such amendment shall be effective upon adoption unless otherwise specified.