

MONTANA STATE UNIVERSITY - BOZEMAN PROFESSIONAL COUNCIL BY-LAWS

Revised February 2016

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Introduction

According to the Professional Council Constitution, the Professional Council was established to facilitate communication and cooperation among professionals, and communication with administration, in the development of general decisions and policies that affect professional employees. The adopted bylaws govern the internal management of the Professional Council. The Professional Council Constitution forms the framework from which these bylaws were derived. The bylaws do not supersede the Constitution.

Article One: Elections

Section One: Eligibility

1. Professional employees are eligible for election to the 10 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 4 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), and Research Professionals. Representatives will be elected from these Divisions.

Section Two: Election Dates

1. Elections for Professional Council members will take place by the first Thursday of May. The elected representatives' term will begin at the first regular meeting in the fall semester. To facilitate a smooth transition, newly elected members may begin attending meetings immediately after being elected.

Section Three: Terms

1. Elected Council members shall serve a term of three years and shall be eligible for re-election.
2. Should a Council member leave prior to the end of their term, the Professional Council may appoint a professional employee to represent that division. The term of a newly appointed member shall be to the end of the vacated member's term.

Section Four: Alternates

1. Elected Council members unable to attend a meeting may 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

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.

1. A quorum shall consist of a simple majority of the elected members.

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 and Members

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. See procedures for election, under each, Section Two: Duties and Responsibilities of the Chair and Section Three: Duties and Responsibilities of the Chair-Elect.

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 Association of Shared Governance Leaders and the University Council.
 - D. The Chair may delegate authority/responsibility to other Council members to complete various tasks.
 - E. Appoint professional employees to committees in consultation with Professional Council.
2. Election
 - A. The position of Chair of Professional Council shall be filled by the previous year's Chair-Elect.
 - B. The new Chair will take office at the first regular meeting fall semester.

3. Term of Office

The Chair shall serve a one year term.

4. Vacancies

A vacancy in the office of Chair will be filled by the Chair-Elect. It is possible, however, for the Chair-Elect to decline the Chair vacancy, in which case the Council membership may elect a Chair from current members. The term of a newly elected Chair shall be until the end of the vacated Chair's term.

Section Three: Duties and Responsibilities of the Chair-Elect

1. Duties

A. To assume the duties of the Chair in her/his absence.

2. Election

A. The Chair-Elect of Professional Council shall be elected by the membership of the Council. Professional Council members, including those whose term begins the first meeting of fall semester, may be elected to Chair-Elect

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.

4. Vacancies

When a Chair-Elect vacancy occurs, the elected members may elect a Chair-Elect from within their membership.

Section Four: Duties and Responsibilities of other Professional Council Members

1. Treasurer: responsible for management and oversight of Professional Council's budget.

2. Social Coordinator: responsible for coordinating professional social events.

3. Membership Liaison: Works to ensure all professional committee representatives attend one PC meeting per year to give a report.

4. Website Liaison: responsible for oversight of Professional Council's website communications.

5. Archivist: responsible for archive of meeting notes, and making constitution and by-law revisions.
6. Professional Development: responsible for professional development opportunities.
7. Secretary: responsible for taking meeting minutes and submitting to website liaison for posting.

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.