3. Committee Procedures

a. Alternates or proxy voting are permitted on Civil Service Senate committees. The pool of Civil Service Senate committee alternates shall consist of current Civil Service Senate members. A Civil Service committee member may designate anyone from the pool of alternates to serve as an alternate in the committee member's absence by providing notice to the Senate support staff prior to the commencement of any meeting of a Civil Service Senate committee. Civil Service committee members taking a leave of absence for more than three consecutive meetings should find a sitting Civil Service senator from their area of representation to replace them.

b. All committees of the Civil Service Senate shall keep minutes of their meetings and proceedings. Committee minutes must not contain information considered private or confidential under the provisions of state or federal law.

c. Any committee of the Civil Service Senate may be required, upon a majority vote of the members of the Civil Service Senate present and voting, to report to the Civil Service Senate at its next meeting.

d. An ex officio member of any committee of the Civil Service Senate shall not be entitled to vote as a member of the committee, unless provided for in the Rules.

e. Committees of the Civil Service Senate shall have a policy of open meetings. Closed or executive sessions may be held only after approval by a two-thirds majority of the committee members present and voting. The committee shall keep a list of all topics discussed and actions taken in its closed meetings and incorporate that list in its minutes. Only committee members and others designated by the chair may remain in the meeting once a motion to close the meeting has been adopted. Administrative ex officio members may be asked to leave.

f. A committee of the Civil Service Senate shall have the authority to issue interpretations of Senate policies that it has previously introduced to a Senate and which that Senate and the administration have approved. The Civil Service Consultative Committee may issue interpretations for any policy adopted by any committee that reports to the Civil Service Senate. Those interpretations shall be considered part of the policy (1) once the interpretation has been reported for information at the next Civil Service Senate meeting following committee approval of the interpretation, and (2) neither the Civil Service Senate nor the President makes objection before or at that Senate meeting. The Civil Service Senate may, by simple majority of those present and voting, vote not to approve the interpretation, in which case it is not part of the policy. If the President objects, the interpretation must be brought back at the following meeting for a vote by the Civil Service Senate.

g. Committees shall report to the Civil Service Senate as provided by these Bylaws. Certain committees may have a secondary reporting line to another Senate, as provided in the Bylaws governing specific committees. The Senate to which a committee has a secondary reporting line may refer matters to the committee and call for reports and recommendations from the committee.

h. Additional general Rules for functions and operational procedures of all committees of the Civil Service Senate shall be contained in the Rules for Committees of the Civil Service Senate.

4. Removal of Civil Service Senate Committee Chairs and Civil Service Senate Committee members
a. Committee chairs may be removed by a two-thirds vote of the Civil Service Senate. Any committee chair who is to be the subject of a vote on removal may submit a statement to the Civil Service Senate before a vote on removal is taken. There is no appeal from the decision of the Civil Service Senate to remove a committee chair. Nothing in this section bars anyone from making use of the University's normal grievance processes for employees or students.

b. Committee chairs may be removed from their position only on the grounds that they have failed to perform the duties required of a committee chair, they have obstructed the business of the Civil Service Senate or its committee(s), they have violated the Board of Regents Policy: Code of Conduct, Board of Regents Policy: Academic Misconduct, Board of Regents Policy: Student Conduct Code, or because their continued service would cast doubt on the integrity and credibility of the work of the committee. Anyone removed as committee chair is automatically removed from membership on the committee.

c. Committee members may be removed by a two-thirds vote of the Civil Service Senate. Any committee member who is to be the subject of a vote on removal may submit a statement to the Civil Service Senate before a vote on removal is taken. There is no appeal from the decision of the Civil Service Senate to remove a committee member. Nothing in this section bars anyone from making use of the University's normal grievance processes for employees or students.

d. Committee members may be removed from a committee only on the grounds that they have prevented the committee from conducting its business, if they have violated the Board of Regents Policy: Code of Conduct, Board of Regents Policy: Academic Misconduct, Board of Regents Policy: Student Conduct Code, or because their continued service would cast doubt on the integrity and credibility of the work of the committee.

e. The provisions of this Section may not be used to infringe on the academic freedom of committee chairs and committee members. Neither committee chairs nor committee members may be removed from their position because they express unpopular views.

h. Nothing in this Section shall affect the operation of Senate Rules Article X, Section (2)(c), which provides for replacement of committee members who are repeatedly absent from meetings of their committees.

i. In all cases, the majorities required in this Section are two-thirds majorities of the full voting membership of the Senate, not two-thirds of those present and voting.
A. CIVIL SERVICE CONSULTATIVE COMMITTEE

The Civil Service Consultative Committee shall represent the civil service staff and not the individual campuses, institutes, colleges, schools, or departments of the University.

The Civil Service Consultative Committee shall serve as the consulting body to the president and as executive committee of the Civil Service Senate.

Membership

The Civil Service Consultative Committee shall consist as follows of 13 voting members:

(1) A Chair;
(2) A Chair-elect;
(3) one member from Crookston;
(4) one member from Duluth;
(5) one member from Morris;
(6) one member from Rochester;
(7) two members from the Twin Cities – Academic Affairs;
(8) three members from the Twin Cities – Academic Health Center;
(9) two members from the Twin Cities – At-Large;

The members from campus positions (numbers 3-9 above) shall be members of the Civil Service Senate at the time of election and elected by the Civil Service Senate. These members shall be nominated and elected subject to the following provisions:

- A call for nominations for the campus positions shall be made to the Civil Service Senate. The call shall include a nomination form. All current Civil Service Senate members are eligible to run for these positions.
- Nominations shall remain open for at least one month.

In the case of a tie, the Senate Office shall choose the successful candidate by lot.

Once elected, the Civil Service Consultative Committee members will relinquish their unit-elected seats in the Civil Service Senate.

In case of a vacancy, the Civil Service Senate shall hold a special election until the next general election.

Procedures for the election of the chair-elect are set out in Article IX, Section 5(a) of the Civil Service Senate Bylaws.
Duties and Responsibilities

Consultative

a. To discuss with the president and other University officers issues or policies of the University of concern to civil service staff and, as appropriate, to make recommendations concerning such matters to the Civil Service Senate.

b. To advise the president on major administrative appointments and to participate in the selection process.

c. To receive from any civil service staff notification of concerns which may require consultation with the president or senior academic officers.

Steering

a. To provide supervision and direction to all committees and subcommittees of the Civil Service Senate, which includes the authority to require that any committee or subcommittee of the Civil Service Senate report on any matter within its jurisdiction within 30 days.

b. To receive and evaluate proposed topics, determine appropriate agendas, and coordinate the flow of information and projects between the constituency, Civil Service Senate, and related governing entities.

c. To serve as a coordinating body between the president and the Civil Service Senate or a committee of the Civil Service Senate.

d. To be responsible for the preparation and distribution of the agenda for each meeting of the Civil Service Senate in accordance with the Constitution, Bylaws, and Rules of the Civil Service Senate.

e. To recommend, with the approval of the Civil Service Senate, such rules of procedure as are not provided in the Constitution or Bylaws.

f. To keep the published Constitution, Bylaws, and Rules of the Civil Service Senate up to date.

Executive

a. To execute duties assigned by the Office of Human Resources Civil Service Employment Rules.

b. To serve as the primary deliberative body of the Civil Service Senate on all major items it deems necessary and appropriate.

c. To act on behalf of the Civil Service Senate when a decision is required prior to the next scheduled meeting of the Civil Service Senate and when a decision is required when it would not be possible to convene a special meeting of the Civil Service Senate in a timely fashion; such actions will be reported to the Civil Service Senate at its next meeting and the Civil Service Senate may then overrule the Civil Service Consultative Committee.
d. To examine any action taken respecting the University by the Board of Regents, the central administration, or by another individual or body having any relationship with the University.

e. To appoint or assist in appointing, when requested, civil service members of Senate and non-Senate committees.

f. To appoint special committees or subcommittees or to employ other devices which it deems necessary and appropriate.

g. To report regularly on any matters which, in its judgment, should be brought to the attention of the University at large or specifically to the attention and consideration of the Civil Service Senate.

h. To dispose of business which appears to be not germane to the purposes of the Civil Service Senate.

i. To make editorial changes in Civil Service Senate policies and documents (including the constitution, bylaws, and rules) to reflect changes in titles of administrative offices or officers; the changes will be reported to the Civil Service Senate for information.