f. Duties of the Subcommittee Chairs

The duties of the subcommittee chairs are (1) to organize and hold regular meetings of their respective subcommittees; (2) to assure that their subcommittees carry out the duties within their charges; (3) to assume responsibilities delegated by the P&A Senate chair; (4) to alert the P&A Senate to issues related to their respective areas; (5) to make regular reports concerning their subcommittees' activities at P&A Consultative Committee and P&A Senate meetings; and (6) to serve on the P&A Consultative Committee.
ARTICLE VIII. COMMITTEES OF THE P&A SENATE (Changes to this article are subject to vote only by the P&A Senate)

1. Committees, Subcommittees, and Special Committees

a. A P&A Senate committee is any committee to which the P&A Senate delegates responsibilities in broad areas of University concern and whose reports are made directly to the P&A Senate. Membership of all P&A Senate committees and procedures for electing or appointing members are described in these Bylaws. The P&A Senate by appropriate Bylaws may create or terminate committees vested with such responsibilities as the P&A Senate has the power to confer.

b. Subcommittees of P&A Senate Committees: P&A Senate committees may appoint subcommittees as necessary to assist with their responsibilities. Membership of subcommittees need not be limited to members of the parent committee. Subcommittees may include faculty, students, civil service, alumni, and ex officio representation as appropriate.

c. Special Committees: Special committees may be created to study and make recommendations on special topics within the areas of concern to the P&A Senate. Special committees may be created, charged, and terminated by the P&A Senate, the P&A Consultative Committee, or Committees of the P&A Senate, alone or jointly.

2. Eligibility for Membership

a. Any P&A may serve on a P&A Senate committee or subcommittee except that no individual holding a position carrying as any part of its title President, vice president, chancellor, provost, executive director, dean, counsel, controller, or chief of staff may serve as a voting member of a P&A Senate committee or subcommittee, nor may the University Librarian. An individual serving as a voting member of a P&A Senate committee or subcommittee who is appointed to a position which would bar them from service as a voting member on the committee shall resign from that committee or subcommittee. If the individual is appointed only to an interim or acting position, the chair of the P&A Consultative Committee may, with the consent of the P&A Consultative Committee, waive the requirement that the individual resign from the committee or subcommittee.

b. No P&A may serve on a P&A Senate committee or subcommittee which includes among its ex officio members the University officer to whom the individual directly reports. If the P&A Consultative Committee, the Faculty Committee on Committees, the Student Committee on Committees, or the Civil Service Consultative Committee believes there is a reasonable potential for a conflict of interest for a prospective committee or subcommittee member from a unit on which a University officer from the same unit serves as an ex officio member, it should decline to appoint such an individual to a committee or subcommittee.

c. In the event of a question about whether someone is eligible to serve on a P&A Senate committee or subcommittee, the decision will be made by the P&A Consultative Committee.

3. Committee Procedures

a. Absentee or proxy voting are not permitted on the P&A Consultative Committee.
b. All committees of the P&A 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 or subcommittee of the P&A Senate may be required, upon a majority vote of the members of the P&A Senate present and voting, to report to the P&A Senate at its next meeting.

d. An ex officio member of any committee or subcommittee of the P&A Senate shall not be entitled to vote as a member of the committee or subcommittee, unless provided for in the Rules.

e. Committees and subcommittees of the P&A 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 or subcommittee members present and voting. The committee or subcommittee shall keep a list of all topics discussed and actions taken in its closed meetings and incorporate that list in its minutes. Only committee or subcommittee members and others designated by the chair may remain in the meeting once a motion to close the meeting has been adopted.

f. A committee of the P&A 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 P&A Consultative Committee may issue interpretations for any policy adopted by any committee that reports to the P&A Senate. Those interpretations shall be considered part of the policy (1) once the interpretation has been reported for information at the next P&A Senate meeting following committee approval of the interpretation, and (2) neither the P&A Senate nor the President makes objection before or at that Senate meeting. The P&A 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 P&A Senate.

g. Committees and subcommittees of the P&A Senate shall have the authority to take up matters of concern only to the Twin Cities campus, including the appointment of subcommittees to take up Twin Cities campus matters.

h. Committees shall report to the P&A 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.

i. Additional general Rules for functions and operational procedures of all committees or subcommittee of the P&A Senate shall be contained in the Rules for Committees and Subcommittees of the P&A Senate.

4. Removal of P&A Senate Committee or Subcommittee Chairs and P&A Senate Committee or Subcommittee members

a. Chairs may be removed by a two-thirds vote of the P&A Senate. Any chair who is to be the subject of a vote on removal may submit a statement to the P&A Senate before a vote on removal is taken. There is no appeal from the decision of the P&A Senate to remove a chair. Nothing in this section bars anyone from making use of the University's normal grievance processes for employees or students.
b. Chairs may be removed from their position only on the grounds that they have failed to perform the duties required of a chair, they have obstructed the business of the P&A Senate or its committee(s), or subcommittee(s), they have violated the Board of Regents Policy: Code of Conduct, Board of Regents Policy: Academic Misconduct, the 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 or subcommittee. Anyone removed as chair is automatically removed from membership on the committee or subcommittee.

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

d. Members may be removed from a committee or subcommittee only on the grounds that they have prevented the committee or subcommittee from conducting its business, if they have violated the Board of Regents Policy: Code of Conduct, Board of Regents Policy: Academic Misconduct, the 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 or subcommittee.

e. The provisions of this Section (4) may not be used to infringe on the academic freedom of chairs and members. Neither chairs nor members may be removed from their position because they express unpopular views.

f. Nothing in this section (4) shall affect the operation of Senate Rules Article VIII, Section 2(d), which provides for replacement of members who are repeatedly absent from meetings of their committees or subcommittees.

g. In all cases, the majorities required in this section (4) are two-thirds majorities of the full voting membership of the Senate, not two-thirds of those present and voting.
A. P&A CONSULTATIVE COMMITTEE

The P&A Consultative Committee shall represent the P&A at large and not the individual campuses, institutes, colleges, schools, or departments of the University.

The P&A Consultative Committee shall serve as the consulting body to the president and as executive committee of the P&A Senate.

Membership

The P&A Consultative Committee shall consist of at least six voting members as follows and ex officio representation as specified by vote of the P&A Senate:

(1) A Chair;
(2) A Chair-elect;
(3) the Chair(s) of the Benefits and Compensation Subcommittee;
(4) the Chair(s) of the Communications Subcommittee;
(5) the Chair(s) of the Outreach Subcommittee;
(6) the Chair(s) of the Professional Development and Recognition Subcommittee.

These members shall be members of the P&A Senate at the time of election and elected by the P&A Senate. Members shall be nominated and elected subject to the following provisions:

- A call for nominations for the chair-elect and subcommittee chairs shall be made via email to the P&A Senate and at a P&A Senate meeting. The call shall include a nomination form. All current P&A Senate members and alternates are eligible to run for these positions.

- Nominations shall remain open for at least one month.

- The chair-elect and subcommittee chairs shall be elected at a P&A Senate meeting from nominations received in advance of the meeting or those from the floor of the P&A Senate.

- If there is a contested election for any office, subsequent runoff ballots shall be held among the candidates receiving at least 25% of the votes cast, until one candidate receives a majority of votes cast. In the case of a tie, another ballot shall be taken.

- If any member is not re-elected by his or her unit constituency, or if that unit’s representation on the P&A Senate is changed, the member may continue to serve as on the P&A Consultative Committee if elected as a member and if their chair term limit has not expired.

Once elected, the P&A Consultative Committee chair and chair-elect will relinquish their unit-elected seats in the P&A Senate.

In case of a vacancy, the P&A Senate shall hold a special election until the next general election.

In the event that no candidate for the chair-elect is identified, the incoming chair will continue to fill the duties of the chair-elect until a special election is held to fill the chair-elect position.
Articles VIII, Section 2(d) of the Rules governing absences from committee meetings and Article I, Section 5 and Article VII, Section 4 of Bylaws governing absences from Senate meetings shall apply to the P&A Consultative Committee.

**Duties and Responsibilities**

**Consultative**

a. To discuss with the president and other University officers issues or policies of the University of concern to P&A and, as appropriate, to make recommendations concerning such matters to the P&A Senate.

b. To initiate whatever studies it deems necessary and appropriate or to request such studies from the president or senior academic officers or from committees of the P&A Senate.

c. To consult with the president or senior academic officers on planning and on the annual budget and the biennial request.

d. To advise the president on procedures for making major administrative appointments and to participate in the selection process.

e. To receive from any P&A notification of concerns which may require consultation with the president or senior academic officers.

**Steering**

a. To superintend and direct all committees and subcommittees of the P&A Senate, which includes the authority to require that any committee or subcommittee of the P&A Senate report on any matter within its jurisdiction within 30 days.

b. To receive recommendations of any P&A who wishes to present a proposal to the P&A Senate and to refer or act upon such recommendations as it deems appropriate.

c. To route to the appropriate body all documents, proposals, or papers on any matter pertaining to the affairs of the P&A Senate.

d. To serve as a coordinating body between the president and the P&A Senate or a committee of the P&A Senate.

e. To be responsible for the preparation and distribution of the agenda for each meeting of the P&A Senate in accordance with the Constitution, Bylaws, and Rules of the P&A Senate.

f. To recommend, with the approval of the P&A Senate, such rules of procedure as are not provided in the Constitution or Bylaws.

g. To keep the published Constitution, Bylaws, and Rules of the P&A Senate up to date.

h. To ensure a smooth leadership succession by conferring with the Outreach Subcommittee no later than December 31, to ensure that the Outreach Subcommittee enacts a plan to solicit nominees for the chair-elect and subcommittee chair positions.
Executive

a. To serve as a deliberative body of the P&A Senate on all major items it deems necessary and appropriate.

b. To act on behalf of the P&A Senate when a decision is required prior to the next scheduled meeting of the P&A Senate and when a decision is required when it would not be possible to convene a special meeting of the P&A Senate in a timely fashion; such actions will be reported to the P&A Senate at its next meeting and the P&A Senate may then overrule the P&A Consultative Committee.

c. To examine any action relevant to P&A taken respecting the University by the Board of Regents, the central administration, or by another individual or body having any relationship with the University.

d. To appoint or assist in appointing, when requested, P&A members of Senate and non-Senate committees.

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

f. 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 P&A Senate.

g. To dispose of business which appears to be not germane to the purposes of the P&A Senate.

h. To make editorial changes in P&A 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 P&A Senate for information.

Advocacy

a. To assess and monitor University policy and the administration thereof with the goal of achieving equity across employee groups and among individual employees.

b. To actively and regularly raise issues significant to P&A employees with University administration and governance.

c. To educate and engage P&A employees in issues and policy affecting the employee group.