

## **ADMINISTRATIVE PROFESSIONAL COUNCIL**

### ***Manual of Rules and Procedures***

#### I. Membership

The qualifications for Administrative Professional Council (APC) membership are specified in the APC Constitution. In addition, the immediate past chair of APC shall be an *ex officio*, non-voting member of APC for one year. A complete APC membership list, including each member's term status, will be updated as needed and posted to the APC website. Members of APC shall be elected through the election process provided in the Constitution. All administrative professionals with at least a half-time appointment are eligible to vote, but they may vote only on the ballot for their representative area.

##### A. Council Members Nomination and Election Procedures

The nomination ballot shall be prepared for presentation at the April APC meeting. The ballot shall include a listing of those eligible and willing to stand for re-election, those who have expressed to the APC an interest in serving, and space for write-in nominees. Individuals who wish to write in a nomination must affirm the nominee's willingness to stand for election.

##### B. Term of Membership

1. The term of membership for newly elected representatives to APC will begin on July 1 following their election. Members appointed by APC to complete the academic year of an unexpired term of a resigning member will begin the unexpired term immediately upon appointment.
2. APC Members are expected to:
  - a. Attend APC functions.
  - b. Serve as a member of at least one standing or *ad hoc* committee.
  - c. Represent and maintain regular communication with constituents.
  - d. Become and remain informed about campus issues and operations.

##### C. Vacancies

A vacancy in a representative area (as defined in the Constitution) shall be filled by the alternate from the representative area, subject to approval of APC, until the next regular election. If the alternate is unable or unwilling to complete the academic year, the Executive Committee, in consultation with area representative members, shall appoint a replacement to serve until the next regular election, subject to approval of APC. Election for the remainder of unexpired terms shall be included on the ballot during the next regular election. This practice will maintain consistency in the process of staggered terms.

##### D. Selection and Role of the Alternate

At least one alternate from each representative area will be designated by a recommendation of the representatives within the representative area, subject to approval of APC. Alternates are encouraged to attend all APC meetings and may vote only when filling in for his/her area representative.

## E. Dismissal from APC

Representatives must notify APC Chair if they are unable to attend a meeting. Any representative who misses three regular APC meetings during an academic year without sending an alternate in his/her place may be dismissed from APC at the discretion of the Executive Committee. The Executive Committee will replace the dismissed representative with the standing alternate and a new alternate shall be appointed through the normal selection process for alternates. To continue serving, the alternate replacing the dismissed member must stand for election at the next regular election.

## II. Officers

### A. Elections

A slate of candidate for the offices of Chair, Vice Chair, Secretary and Treasurer shall be prepared and submitted to the Council by the Nominations and Elections Committee. Council members shall be notified of the slate at least two weeks prior to the February meeting, at which meeting nominees shall also be accepted from the floor. All those nominated must be a current member of APC. Election shall occur by written ballot at the meeting and require a majority vote of the representatives present. If a first ballot fails to produce a majority of votes for any candidate, the names of the two candidates receiving the most votes on that ballot shall be placed on a second ballot for a second vote.

### B. Executive Committee

The Chair, Vice Chair, Secretary, Treasurer, and immediate Past Chair (as *ex officio*, non-voting for one year) comprise the Executive Committee. Members of the Executive Committee may not serve as Chair or Vice Chair on any other standing or *ad hoc* committee, except the Treasurer shall serve as Chair of the Budget Committee.

### C. Powers and Duties of Officers

#### 1. The Duties of the Chair of APC

The Chair shall call the representatives to regular and special meetings and preside in an impartial manner over each meeting of APC, appoint members to University councils and committees where official representation is requested, nominate members to University councils and committees when such nominations are called for, chair the APC Executive Committee, and be the official spokesperson for APC. The Chair shall assume these responsibilities unless otherwise specified in the *APC Manual of Rules and Procedures*. The Chair shall have expenditure authority for APC. The chair may receive a stipend, to be determined by the Vice President for University Operations

#### 2. The Duties of the Vice Chair

The Vice Chair shall, in the absence or incapacity of the Chair, assume as necessary the Chair's duties. The Vice Chair is also responsible for arranging and scheduling regular or special meetings of the APC and shall assume any

other duties assigned by the Chair of the APC. The Vice Chair shall oversee the standing and *ad hoc* committees to assure each is adequately comprised and meeting its responsibilities. The Vice Chair shall have expenditure authority for APC. The Vice Chair may receive a stipend, to be determined by the Vice President for University Operations

### 3. The Duties of the Secretary

The Secretary shall maintain a record of all proceedings of APC. Requirements regarding format for those records and distribution of meeting agendas and minutes appear in Section IV of the *APC Manual of Rules and Procedures*. The Secretary shall serve as the permanent custodian of all attendance records, proceedings, committee reports, records, membership, budgets, and pertinent information and shall make such records available upon request. These records shall reside at a site determined by APC. The Secretary shall maintain copies of the APC Constitution and the *APC Manual of Rules and Procedures* and shall have these and other current records on hand at every meeting.

### 4. The Duties of the Treasurer

The Treasurer shall be responsible for maintaining the annual budget and accounting for all disbursements of funds and serve as chair of the budget committee. The Treasurer shall provide a report of all expenditures at each APC meeting.

## III. Committees and Representatives of APC

### A. Standing Committees

All members of APC are expected to serve on at least one standing or *ad hoc* committee. Committee membership shall be solicited at the July and August meetings and approved by the APC by the September meeting. Vacancies on committees may be filled at any time with approval of the APC. Each standing committee shall elect a chair. The chairs of all committees must be members of APC. Committee members need not be APC members. Committee chairs are accountable for assuring their committees are meeting as required and fulfilling their defined responsibilities. The committee chair or the chair's designee shall provide a report of the committee's work since the last Council meeting to the APC Vice Chair prior to each regularly scheduled Executive Committee meeting for distribution to Council members with the minutes. The June report shall be a report of activities for the entire year. Standing Committees of APC shall include the Awards Committee, Budget Committee, Communication Committee, Employment Committee, Executive Committee, Nominations and Elections Committee, Policies and Procedures Committee, and Service/Outreach Committee. The duties of each committee are as follows:

#### 1. The Awards Committee

The Awards Committee shall consist of a minimum of three members, one of whom shall also serve as chair of the Awards Selection Committee (ASC), a subcommittee comprised of APC and non-APC members. The Awards Committee is responsible for suggesting and reviewing awards for Administrative

Professionals and for overseeing the management of awards approved by the Council. The Awards Committee is responsible for the solicitation of nominations for the Distinguished Administrative Professional Award with distribution of solicitation announcements to occur no later than twelve weeks prior to the Distinguished Awards Ceremony each year. Nomination packets shall be addressed to the Awards Committee, in care of the Office of the Vice President for University Operations (VPUO), no later than eight weeks prior to the award presentation. The committee is responsible for assuring delivery of the packets to the Chair of the Awards Selection Committee. The Chair of the Awards Committee maintains current/past solicitation memoranda, and a description of the Distinguished Administrative Professional Award. The Awards Committee is responsible for soliciting members and constituting the Awards Selection Committee (ASC). Volunteers for the ASC, may be solicited via a campus-wide communication to APs. The ASC shall be constituted as specified in the "Awards Selection Criteria Process" as approved by APC and maintained in the Awards Committee's files and by the Secretary of APC. The Awards Committee is also responsible for annual review of the award selection criteria and review of the membership criteria for the Awards Selection Committee. These reviews shall be completed no later than eight weeks after the Distinguished Awards Ceremony, with any proposed changes presented to the APC at the following regular APC meeting.

## 2. Budget Committee

The Budget Committee shall consist of the committee chairs of all standing APC committees. The APC Treasurer shall serve as the Budget Committee Chair. The responsibility of this committee is to prepare the annual APC budget request to the VPUO and to establish a detailed operating budget for each area of the APC for approval by the APC.

## 3. Communications Committee

The Communications Committee shall consist of a minimum of three members. The Communications Committee is responsible for recommending platforms to APC for use in compiling and disseminating information about APC to various audiences. The committee membership shall possess writing and editing skills applicable to both traditional and new media. The Communications Committee shall study and make recommendations on methods of dissemination appropriate for different types of information. These methods shall include but not be limited to the following: AP newsletters; campus mail (including off-campus sites); e-mail; orientations and workshops; CSU's electronic newsletter and web pages. The Communications Committee shall oversee the maintenance of the web pages. It is the responsibility of the Communications Committee to recommend for approval by the Council a web page manager. The web page manager need not be an APC member. It is not the responsibility of the Communications Committee to provide investigative reporting for APC but rather to publicize information that is provided to the committee through committee reports, survey results, APC minutes, and similar materials.

## 4. Employment Committee

The Employment Committee shall consist of a minimum of three persons. The purpose of the committee is to review, evaluate, and suggest changes to the Academic Faculty and Administrative Professional Manual dealing with employment issues. In addition, this committee may be called upon by Council to investigate and comment on employee concerns, and to develop and recommend new policies or policy changes relating to employment issues for APs.

#### 5. Executive Committee

The Executive Committee shall consist of the APC Chair, Vice Chair, Secretary, Treasurer, and immediate Past Chair (as *ex officio*, non-voting). This committee shall accept items of business to bring before APC, determine the appropriateness of items of business to be brought before APC, and act for APC between regular meetings. It shall inform APC at the next scheduled meeting of actions taken on APC's behalf between meetings. The Executive Committee shall present a detailed work plan for the year's activities by the October APC meeting each year. Other information regarding conduct of meetings and responsibilities of the Executive members appears in Section IV of the *APC Manual of Rules and Procedures*.

#### 6. Nominations and Elections Committee

The Nominations and Elections Committee shall consist of a minimum of three persons. Members of this committee shall not be up for re-election or Executive Committee members. The Nominations and Elections Committee is responsible for conducting the nomination and election of membership to APC as well as the nomination of officers. The election procedure is outlined in Article VI of the Constitution.

#### 7. Policies and Procedures Committee

The Policies and Procedures Committee shall consist of a minimum of three persons. It shall consider policies and procedures that affect administrative professionals and make recommendations to APC. It shall review current APC policies and procedures at least once each academic year to assure APC is adhering to its *APC Manual of Rules and Procedures*. This committee shall offer and consider recommendations for modifications to the APC Constitution and the *APC Manual of Rules and Procedures*.

#### 8. Service/Outreach Committee

The Service/Outreach Committee shall consist of a minimum of three persons. The responsibilities of this committee are: (1) To provide opportunities for all APs to interact, thereby increasing the visibility and status of APs and APC. (2) To plan, organize, and implement community service projects, social events, and campus forums for APs. (3) To work with the Communications Committee to publicize these events. (4) To provide APC representatives opportunities to communicate with their constituents during these events. (5) To recommend new programming initiatives for review and possible implementation and perform other functions as requested by the Executive Committee of the APC.

## B. *Ad Hoc* Committees

1. *Ad hoc* committees may be seated to study or address particular issues not specifically assigned to standing committees. An *ad hoc* committee may be seated by the APC Chair or upon vote by a majority of APC members present.
2. An *ad hoc* committee will be automatically dissolved at the end of the academic year unless renewed by a majority vote of APC members at the last meeting of the academic year.
3. *Ad hoc* committees may also be dissolved by the APC Chair or the Chair may act upon recommendation by the *ad hoc* committee to dissolve it.

## C. APC Relations with Other University Organizations and Entities

The APC is frequently asked to provide liaisons from APC to various University organizations and entities. It is the responsibility of those chosen to represent APC to report back to APC on the activities of such organizations and entities. The following is a list of current such relationships but will change to conform to additional relationships which may develop with other campus groups:

### 1. CSU Employee Appreciation Board

Article III of the Constitution and Bylaws of the Colorado State University Employee Appreciation Board states that one representative from the Administrative Professional Council shall be a member of the CSU Employee Appreciation Board. The purpose of the CSU Employee Appreciation Board shall be to provide a vehicle for the recognition and social interaction of the academic faculty, administrative professionals, and state-classified personnel and to promote *esprit de corps* among current members and retirees of the University community. The Board meets once per month, generally the first Tuesday of the month, during the academic year with the exception of January.

### 2. Administrative Professional Grievance Panel

Descriptive information regarding the Administrative Professional Grievance Panel, the election process for panel members, and the time line for elections appears in Sections K.1.1 and K.11 of the *Academic Faculty and Administrative Professional Manual*. The Grievance Panel consists of 21 tenured faculty members and 21 administrative professionals representing at least four administrative areas. A hearing committee comprised of grievance panel members is empanelled to hear grievances of administrative professionals. Since the term of some administrative professional members of the Grievance Panel will expire each year, the Nominating Committee of APC shall submit the name(s) of suggested nominees before the APC at the April APC meeting for election. The terms of the elected Grievance Panel members begins July 1.

### 3. University Benefits Committee

A full description of the purpose and compilation of the University Benefits Committee appears in Section D.2.1 of the *Academic Faculty and Administrative Professional Manual*. The University Benefits Committee advises the University administration regarding benefit programs for academic faculty and administrative professionals and is comprised of four academic faculty, four administrative professionals, a retired academic faculty member or administrative professional, and four ex officio non-voting members. Since the term of at least one administrative professional will expire each year, the Nominating Committee of APC shall submit the name(s) of suggested nominees before the APC at the April APC meeting for election. The term of the elected University Benefits Committee member begins July 1.

#### 4. Classified Personnel Council (CPC)

The APC provides one liaison who attends the Classified Personnel Council meetings. CPC is the representative body of State Classified employees at Colorado State University.

#### 5. Faculty Council

APC provides at least one liaison who attends Faculty Council meetings.

#### 6. Sexual Harassment Panel

A Sexual Harassment Panel is empaneled in accordance with procedures of the Office of Equal Opportunity in order to provide hearings on sexual harassment complaints. The members of the Sexual Harassment Panel are elected to three (3) year terms by their respective councils, the Administrative Professional Council and the Faculty Council. Nominations shall be solicited in February with elections conducted in April. Terms of office will begin July 1 following election. Terms shall be staggered so that approximately one-third (1/3) will be elected each year. The panel will consist of ten (10) administrative professionals from at least four (4) administrative units and (10) ten faculty members from at least four (4) colleges, including the libraries. Each member will receive annual training on sexual harassment by the Coordinator of OEO. The Sexual Harassment Panel shall constitute a pool of individuals from which the Hearing Committee will be drawn. The Hearing Committee for a complaint in which the Respondent is an administrative professional is composed of administrative professional members from the panel.

#### 7. University Mediators for Administrative Professionals (UMs)

According to Section K.13.3 of the *Academic Faculty and Administrative Professional Manual*, the Chair of the APC and the Vice President for University Operations shall solicit nominations for UMs for administrative professionals prior to the end of the academic year. Such nominations shall be solicited by campus-wide communication to all APs in sufficient time to allow nominations to be presented and approved by the APC at the April meeting.

### IV. Meetings

A. The schedule of APC meetings for the upcoming academic year shall be included in the minutes of the last meeting of the previous academic year.

B. The agenda for each meeting shall be set by the Executive Committee in consultation with chairs of the standing and *ad hoc* committees. The agenda and related materials shall be distributed to APC members at least one week in advance of each meeting. The recommended order of the agenda is as follows:

1. Call to Order by the Chair
2. Approval of Minutes
3. Officer Reports
4. Committee Reports
5. Unfinished Business
6. New Business
7. Plans for Next Meeting
8. Announcements
9. Adjournment

C. Minutes of each APC meeting shall be distributed to APC members one week prior to the next meeting. The roll call in the minutes shall include names of members both present and absent. Absent members shall receive full meeting materials as well as minutes. Alternates shall receive agenda and minutes.

D. All standing and *ad hoc* committees shall submit a report of activities since the last APC meeting, one week after the committee meets, to the Vice Chair.

E. When possible, issues shall be referred to committees for review before being brought to the table at APC meetings.

F. Any unresolved issues shall be referred to a committee for review prior to the next APC meeting.

G. Groups or individuals who solicit APC to make presentations at an APC meeting shall be limited to 10 minutes unless APC waives this limit prior to the presentation.

## V. Budget and Finance

### A. Budget

1. The APC shall establish a Budget Committee composed of the chairs of each standing committee.

2. The Budget Committee will prepare a preliminary budget for the following fiscal year to be submitted by the Treasurer for review at the January meeting and final approval by the Council at the February Council meeting. Previous annual budgets should be used as a guide in formulating the preliminary budget.

3. The Executive Committee, standing and *ad hoc* committee chairs, and other Council members shall submit specific budget requests to the Budget Committee no later than December 1, along with justification for the budget request.

4. A detailed working budget shall be submitted to the Vice President for University Operations by February 15.

5. The Budget Committee will prepare a detailed final budget for the next fiscal year for presentation and approval at the June Council meeting. The annual budget shall include a miscellaneous category for unforeseen expenditures.

#### B. Finance

1. The Council will abide by all university finance and expenditure policies and procedures.

2. All expenditures and related documents must be authorized in advance by the Council chair or vice-chair before ordering any supplies or services.

3. Miscellaneous expenditure requests shall be submitted directly to the Chair, or Vice-Chair if the Chair is absent, who shall have final approval authority for such expenditures.

4. The Treasurer shall receive a copy of all expenditure documentation and monitor compliance with Council and university policies. A summary of all prior period expenditures by budget category shall be provided at each council meeting.

5. Budget reallocations (not funding requests from the "Miscellaneous" budget category) may be requested in writing by any committee or APC member to the Budget Committee. The Budget Committee will consider such requests, and if deemed necessary, shall forward such requests to the APC where any budget changes must be approved by a 2/3 majority vote.

#### VI. Amendments to the *Academic Faculty and Administrative Professional Staff Manual*

Proposed amendments or revisions to the AF/AP Manual shall be submitted to Faculty Council following a majority vote of the APC membership present and voting. Proposed changes will follow the current format of the *AF/AP Manual* and will be reviewed by the University's legal counsel prior to submission to Faculty Council.

#### VII. Amendments to the *Manual of Rules and Procedures*

Changes may be made to the *APC Manual of Rules and Procedures* by a majority vote of the APC membership in accordance with the provisions of the APC Constitution. Any change to the *APC Manual of Rules and Procedures* must be presented at one meeting as a first reading to be approved or defeated at the following meeting. Rules and procedures approved by the APC and any revisions approved by the APC shall be subject to review by the University's legal counsel when requested by the APC Executive Committee.

#### VIII. Communication with and Orientation of Constituents

A. The Chair of APC shall welcome each newly elected APC member by providing the member with a copy of the APC Constitution, the *APC Manual of Rules and Procedures*, a list of current officers and members, a list of the constituents they represent, and a

copy of the previous six months' meeting minutes. The Chair will convene an orientation meeting of the new representatives at least one week prior to the first APC meeting of the academic year.

B. The APC shall invite the Vice President to whom it reports to a minimum of one meeting each Fall and Spring semester.

C. The APC shall invite the Chair of Faculty Council to a minimum of one meeting per academic year.

D. The APC shall invite the Chair of Classified Personnel Council to a minimum of one meeting per academic year.

Original July 1999

Revised 8 September 1999

Revised 11 January 2000

Revised 9 March 2000

Revised 11 July 2000

Revised 22 June 2001

Revised 9 January 2002

Revised 5 August 2004

Revised 31 March 2005

Revised March 2007

Revised March 2009

Revised March 2016