

1 **Preamble**

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3 The Council of Academic Professionals of the University of Illinois at Urbana-Champaign
4 (hereinafter called the Council) is an elected body constituted to provide for the orderly voicing of
5 suggestions for the good of the University, to afford added recourse for the consideration of
6 grievances, and to furnish a channel for direct and concerted communication between the
7 academic professional staff and the leadership of the University, its academic and administrative
8 units on matters of interest or concern to the academic professional staff or any member of it.
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10 In performing its functions, the Council, upon the request of the Chancellor, the President, or any
11 member of the academic professional staff, or upon its own initiative, shall make such
12 investigations and hold such consultations as it may deem to be in the best interest of the
13 University. Any member or retired member of the academic professional staff should be entitled
14 to a conference with the Council or with any member.
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16 **Article I: General Provisions**

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18 **Section 1. The Electorates.** The academic professional staff whose appointments as academic
19 professionals require at least fifty percent of full-time shall elect the Council. The academic
20 professional staff, as defined in the University of Illinois Statutes, Article II, Section 5, consists of
21 those employees whose positions have been designated by the President and Chancellor as
22 meeting specialized administrative, professional, or technical needs. Members of the Central
23 Administration academic professional staff whose principal offices are on the Urbana-Champaign
24 campus shall be members of the electorate. Any person with an active tenure-system record, even
25 if currently on a 0% faculty appointment, is excluded from the electorate. Any person with any
26 appointment 1% or more on an "other academic" line (e.g., lecturers, instructors, teaching
27 associates, post-doctoral associates, modified professorial titles (e.g., visiting professor, adjunct
28 professor, research professor)) is excluded from the electorate. NOTE: A person with a 0%
29 appointment in one of these "other academic" ranks who also holds a 50% or more academic
30 professional appointment would be included in the CAP electorate. Unless otherwise specified,
31 the President, Vice-Presidents, the Chancellor and Vice-Chancellors, and those individuals who
32 report directly to the President, Vice-Presidents, the Chancellor and Vice-Chancellors, or
33 equivalent shall not be members of the electorate. The Chancellor (or the President in the case of
34 Central Administration academic professional staff) may, after consultation with the Council,
35 identify additional senior administrative officers to be excluded from the electorate.
36

37 **Section 2. Composition of the Council.** The Council shall consist of two members per district,
38 defined and elected as provided in Article III, below.
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40 **Section 3. Officers.** At the regular June meeting, members will elect from their ranks a Chair, a
41 Vice-Chair, a Secretary, a Grievance officer, an assistant Grievance officer, and a Communications
42 officer. Term of office shall be yearly from June 1 through May 31.
43

44 **Section 4. Executive Committee.** The Executive Committee shall consist of the Council officers,
45 plus one additional Council member to be elected at the regular June meeting. The Chair, Vice-
46 Chair and Secretary shall also serve, respectively, as the Chair, Vice-Chair and Secretary of the

47 Executive Committee. The Executive Committee shall meet on an as needed basis and whenever
48 the Chair or two members thereof shall find it necessary for the transaction of any business, which
49 is urgent and cannot be postponed to a regular meeting of the Council. The Executive Committee
50 shall possess all the powers of the parent body when in session, except that it shall not overrule,
51 revise, or change previous acts of the Council, or take from subcommittees any business referred
52 to them by the Council. The Executive Committee shall make a record in writing of all its actions
53 and submit it to the Council at its next regular meeting for incorporation into the minutes thereof.
54 The Executive Committee or designee drafts the agenda of the Council's monthly meetings.

55

56 **Section 5. Committees.** The Council may appoint such standing or ad hoc committees and
57 subcommittees, as it deems appropriate. These committees may include members of the
58 University community who are not members of the Council.

59

60 **Section 6. University Professional Personnel Advisory Committee (UPPAC) Representatives.**

61 The Council Chair, Vice-Chair, and Secretary shall represent the Council on UPPAC. One Council
62 member elected by the Council at the regular June meeting shall serve as alternate.

63

64 **Section 7. Council Procedures.** Twelve members, one of whom must be the Chair or Vice-Chair,
65 shall constitute a quorum. Approval by a majority of those members present and voting shall be
66 required for adoption of any authorized action.

67

68 A minority opinion may be filed to accompany any recommendation by the majority.

69

70 As an elected member, the Chair shall have a vote on all questions.

71

72 If the Chair is unable to attend a meeting, the Vice-Chair shall act as Chair.

73

74 A member of the Council shall disqualify himself or herself from voting on any matter in which
75 that member is personally involved.

76

77 **Section 8. Meetings.** General meetings shall be held monthly and shall be open to the public, with
78 the exception of executive sessions to discuss grievances and other sensitive issues. The Chair may
79 call special meetings upon consultation with the Council and/or Executive Committee.

80

81 **Section 9. Reports.** The Council shall prepare a written report annually and at such other times,
82 as it may deem appropriate. Copies of such reports shall be distributed to the Chancellor, the
83 President and the academic professional staff.

84

85 **Section 10. Procedures.** The current edition of *Roberts' Rules of Order* shall be the guiding
86 authority for parliamentary procedures for the Council.

87

88 **Article II: Records and Files**

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90 **Section 1.** The Secretary of the Council shall be responsible for the maintenance of the official
91 minutes, records, and files of the Council for the current year. Records of the Council shall be
92 permanently maintained in the Office of the Chancellor by the Chancellor's liaison to the Council.

93

94 **Section 2.** Official minutes, records, and files kept by the Council shall normally be open to
95 inspection only for reasons satisfactory to the Council and authorized by it in writing. Items not
96 exempted by the Freedom of Information Act will be made available upon demand, following the
97 advice of Campus Legal Counsel.

98

99 **Article III: Council Member Election Procedures**

100

101 **Section 1.** Any member of the electorate, as defined in Article I, Section 1, above, is entitled to vote
102 by secret ballot in elections for Council members.

103

104 **Section 2.** Election shall be by district, with each district being represented by two persons
105 elected by the members of that district. A maximum of eleven districts shall be defined, and
106 periodically reviewed for equitable representation, by the Council. No two district Council
107 members shall be from the same University unit as defined by district college department code
108 numbers, with the exception of District 6, University of Illinois Extension and District 11, Institute
109 of Prairie.

110

111 **Section 3.** Members of the Council shall be elected for staggered three-year terms. District
112 members' terms shall be staggered.

113

114 **Section 4.** Elections shall be held the first full week in April. Elections shall be conducted in a
115 manner established by the Council and approved by the Chancellor, and managed by the Office of
116 the Provost. Newly elected members of the Council will attend the May meeting as observers and
117 begin their terms with the June meeting. Prior to the June meeting, members of the Executive
118 Committee will assure that newly elected members have received an orientation to topics
119 currently being addressed by the Council.

120

121 **Section 5.** In the event that a Council member changes district, moves to a unit already
122 represented on the Council, or is no longer employed as an academic professional on the UIUC
123 campus, the member's position shall be declared vacant.

124

125 **Section 6.** In the event of a vacancy on the Council through resignation or other cause, the Council
126 shall appoint a replacement through May. If additional years remain on the term beyond the
127 current year, an election to replace the member for the remainder of the term shall be held during
128 the normal election period. In the event that two vacancies occur within the same district in the
129 same timeframe, the council member candidate that receives the highest number of votes will get
130 appointed for the longer of the two terms. If a tie occurs between the two candidates, then the
131 Council shall decide and use a fair way to determine which of the two will get appointed to serve
132 the longer term.

133

134 **Section 7.** The Chancellor of the University of Illinois at Urbana-Champaign campus shall approve
135 all appointed Council members.

136

137 **Bylaws Article IV: Academic Professional Senator Election Procedures**

138

139 **Section 1.** The electorate that participates in the Academic Professional Senator Elections is
140 determined by the Deans and/or Unit Executive Officers of the units that belong to the CAP
141 districts that elect Senators as authorized by the Academic Senate.
142

143 **Section 2.** Any member of the electorate, as defined in Section 1, above, is entitled to vote by
144 secret ballot in elections for academic professional members of the Academic Senate of the Urbana
145 campus.
146

147 **Section 3.** Election shall be by district, with each district being represented by one person elected
148 by the electorate of that district.
149

150 **Section 4.** Those elected to the Academic Senate shall be elected for staggered two-year terms.
151 Council members shall have the right to run for and hold a Senate seat if duly elected by members
152 of their district.
153

154 **Section 5.** Elections shall be held in the first full week in March. They shall be conducted in a
155 manner established by the Council, approved by the Chancellor and the Senate Committee of
156 University Statutes and Senate Procedures, and managed by the Office of the Provost.
157

158 **Section 6.** Academic professional senators will be invited to periodically attend Council meetings
159 and shall keep the Council informed on topics of interest to academic professionals.
160

161 **Section 7.** In the event that an academic professional elected to the Academic Senate changes
162 districts or is no longer employed as an academic professional on the Urbana campus, the
163 member's position shall be declared vacant.
164

165 **Section 8.** In the event of a vacancy on the Senate through resignation or other cause, the vacancy
166 shall be filled by election of a member of the district for the remainder of the vacant term in
167 accordance with established procedures.
168

169 **Section 9.** If there is a conflict between the CAP Bylaws and the Constitution, Bylaws and Election
170 Rules of the Academic Senate as they relate to determining the electorate and electing Academic
171 Professionals to the Senate, the rules of the Academic Senate shall prevail.
172

173 **Article V: Officer and Committee Duties**

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175 **Section 1. Chair**

- 176 1. The Chair shall preside at regular and special meetings of CAP.
- 177 2. The Chair solicits items from CAP Members to supplement the agenda drafted by the
178 Executive Committee and shares it prior to the monthly meeting with Members and
179 Stakeholders.
- 180 3. The Chair or Chair's designee shall serve as the Council representative to the UIUC Senate
181 Executive Committee.
- 182 4. The Chair shall serve as one of the Council representative to UPPAC.
- 183 5. The Chair shall have the authority to appoint committees subject to Council approval.
- 184 6. The Chair shall provide a written yearly report to the Chancellor of the Council's activities.

- 185 7. The Chair shall arrange annual meetings with the Chancellor, the Provost, and the
186 University of Illinois System President as well as invite other special guests to address the
187 Council on pertinent topics.
188 8. A member who has served as Chair for two complete successive terms will not be eligible
189 for reelection as Chair until at least one full term has elapsed.
190

191 **Section 2. Vice-Chair**

- 192 1. The Vice-Chair shall assume the duties of the Chair in the event of any incapacity,
193 resignation or removal from office of the Chair.
194 2. The Vice-Chair shall act as Chair in the event of absence or incapacitation of the Chair.
195 3. The Vice-Chair shall serve as the Chair of the CAP Procedures & Elections committee.
196 4. The Vice-Chair shall serve as one of the CAP representatives to UPPAC.
197 5. There is no limit on the number of terms the Vice-Chair may serve.
198

199 **Section 3. Secretary**

- 200 1. The Secretary shall be the official record keeper of the Council's minutes and attendance
201 following guidelines established in Article II above.
202 2. There is no limit on the number of terms the Secretary may serve.
203

204 **Section 4. Grievance Officer**

- 205 1. The Grievance Officer is responsible for implementing the guidelines related to Academic
206 Professional grievances heard by the Council. Procedures shall be approved by the Council
207 and Chancellor.
208 2. The Grievance Officer shall be the primary contact person on the Council once a grievance
209 has been filed. The Grievance Officer shall with the Council's approval secure a Grievance
210 Committee to handle the grievance.
211 3. The Grievance Officer shall maintain all files pertinent to on-going grievances and the final
212 report for past grievances. This material shall be held confidential to the extent required
213 and allowed by law.
214 4. There is no limit on the number of terms the Grievance Officer may serve.
215

216 **Section 5. Assistant Grievance Officer**

- 217 1. The Assistant Grievance Officer shall act as the Grievance Officer in the event of absence or
218 disability of the Grievance Officer.
219 2. The Assistant Grievance Officer shall act as the Grievance Officer in the event of the
220 Grievance Officer's conflict of interest with a case presented to the Council.
221 3. There is no limit on the number of terms the Assistant Grievance Officer may serve.
222

223 **Section 6. Communications Officer**

- 224 1. The Communications Officer is responsible for publication of the Council monthly
225 newsletter.
226 2. The Communications Officer is responsible for maintaining current content on the CAP
227 Web site.
228 a. The Communications Officer will solicit regular updates from Council members and
229 ensure these items are posted.

- 230 b. The Communications Officer will ensure that current agendas, minutes, and other
231 timely information approved for distribution are posted to the Web site [and/or
232 distributed to academic professionals in an appropriate manner].
- 233 3. The Communications Officer is responsible for responding to and/or routing
234 appropriately any messages received from the Web site.
- 235 4. The Communications Officer shall serve as the Chair of the Communications Committee.
- 236 5. There is no limit on the number of terms the Communications Officer may serve.
- 237

238 **Section 7. Communications Committee**

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- 240 1. A minimum of three members shall be appointed to the Communications Committee.
241 Members of the Communications Committee are appointed on an annual basis with no limit
242 on the number of years served.
- 243 2. Members of the Communications Committee shall assist the Communications Officer in the
244 execution of their duties.
- 245 3. The Communications Officer shall serve as the Chair of the Communications Committee.
- 246

247 **Section 8. Procedures and Elections Committee**

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- 249 1. A minimum of five members shall be appointed to the Procedures and Elections
250 Committee. The Procedures and Elections Committee members are appointed on an annual
251 basis with no limit on the number of years they may serve. The Academic Professional that
252 serves on the University Statutes and Senate Procedures Committee of the Academic
253 Senate and the CAP Communications Officer shall serve as ex officio members of the
254 committee.
- 255 2. The Procedures and Elections Committee members shall elect a Vice-Chair.
- 256 3. The Vice-Chair of the Council shall serve as the Chair of the Procedures and Elections
257 Committee.
- 258 4. The Procedures and Elections Committee Chair shall oversee the Academic Professional
259 Senator Elections to the UIUC Academic Senate and the committee's Vice-Chair shall
260 oversee the Council Member Elections. Both the Chair and Vice-Chair of the Procedures and
261 Elections Committee will participate in meetings with the Office of the Provost to plan
262 elections.
- 263 5. The Procedures and Elections Committee shall supervise and conduct all nominations and
264 elections of Council representatives and academic professional senators, including:
- 265 a. ruling on questions of eligibility,
266 b. generally ensuring that nominations and elections are conducted in accordance with
267 rules and procedures,
268 c. certify election results.
- 269 6. The Procedures and Elections Committee shall supervise and conduct all appointment
270 proceedings for replacement Council members.
- 271 7. The Procedures and Elections Committee shall appoint the officer nominating committee in
272 the May meeting, which shall develop the slate of officers, and provide its report to the
273 Council at the June meeting.

274 8. The Procedures and Elections Committee shall track the terms for CAP members, academic
275 professional representatives to UIUC Academic Senate committees, academic professional
276 senators and other terms as appropriate.
277

278 **Article VI: Grievance Procedures**

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280 **Section 1.** The Council shall have the authority to accept, investigate and respond to grievances
281 filed by academic professionals. The Council shall make recommendations to the Chancellor on the
282 grievances accepted.
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284 **Section 2.** The Council shall establish guidelines and procedures approved by the Chancellor for
285 handling grievances. Guidelines shall be available to academic professionals.
286

287 **Article VII: Amendments**

288 **Section 1.** Proposed amendments to these Bylaws must be formally presented to the Council at a
289 regularly scheduled meeting at least thirty calendar days in advance of the meeting at which final
290 action on such amendments is to be taken.
291

292 **Section 2.** These Bylaws may be amended by a majority vote of the Council and approval of the
293 Chancellor.
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295 **Approval History**

296 Approved by Chancellor Thomas E. Everhart March 22, 1985
297 Approved by Professional Advisory Committee April 18, 1985
298 Amendments approved by Chancellor Morton W. Weir October 29, 1991
299 Amendments approved by Professional Advisory Committee November 7, 1991
300 Amendments approved by Chancellor Michael Aiken September 8, 1993
301 Amendments approved by Professional Advisory Committee September 2, 1993
302 Amendment approved by Chancellor Michael Aiken May 5, 1995
303 Amendment approved by Professional Advisory Committee January 26, 1995
304 Amendment approved by Chancellor Michael Aiken February 12, 1996
305 Amendment approved by Professional Advisory Committee December 7, 1995
306 UIUC PAC Articles of Procedure March 12, 1996
307 UIUC CAP Bylaws, to take effect June 1, 2002, as approved by Chancellor Cantor.
308 UIUC CAP Bylaws, to take effect January 1, 2009, as approved by Chancellor Herman.
309 UIUC CAP Bylaws, to take effect January 1, 2013, as approved by Chancellor Wise.