Preamble

The Council of Academic Professionals of the University of Illinois at Urbana-Champaign (hereinafter called the Council) is an elected body constituted to provide for the orderly voicing of suggestions for the good of the University, to afford added recourse for the consideration of grievances, and to furnish a channel for direct and concerted communication between the academic professional staff and the leadership of the University, its academic and administrative units on matters of interest or concern to the academic professional staff or any member of it.

In performing its functions, the Council, upon the request of the Chancellor, the President, or any member of the academic professional staff, or upon its own initiative, shall make such investigations and hold such consultations as it may deem to be in the best interest of the University. Any member or retired member of the academic professional staff should be entitled to a conference with the Council or with any member.

Article I: General Provisions

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

Section 2. Composition of the Council. The Council shall consist of two members per district, defined and elected as provided in Article III, below.

Section 3. Officers. At the regular June meeting, members will elect from their ranks a Chair, a Vice-Chair, a Secretary, a Grievance officer, an assistant Grievance officer, and a Communications officer. Term of office shall be yearly from June 1 through May 31.

Section 4. Executive Committee. The Executive Committee shall consist of the Council officers, plus one additional Council member to be elected at the regular June meeting. The Chair, Vice-Chair and Secretary shall also serve, respectively, as the Chair, Vice-Chair and Secretary of the
Executive Committee. The Executive Committee shall meet on an as needed basis and whenever
the Chair or two members thereof shall find it necessary for the transaction of any business, which
is urgent and cannot be postponed to a regular meeting of the Council. The Executive Committee
shall possess all the powers of the parent body when in session, except that it shall not overrule,
revise, or change previous acts of the Council, or take from subcommittees any business referred
to them by the Council. The Executive Committee shall make a record in writing of all its actions
and submit it to the Council at its next regular meeting for incorporation into the minutes thereof.
The Executive Committee or designee drafts the agenda of the Council’s monthly meetings.

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

Section 6. University Professional Personnel Advisory Committee (UPPAC) Representatives.
The Council Chair, Vice-Chair, and Secretary shall represent the Council on UPPAC. One Council
member elected by the Council at the regular June meeting shall serve as alternate.

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

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

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

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

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

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

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

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

Article II: Records and Files

Section 1. The Secretary of the Council shall be responsible for the maintenance of the official
minutes, records, and files of the Council for the current year. Records of the Council shall be
permanently maintained in the Office of the Chancellor by the Chancellor’s liaison to the Council.
Section 2. Official minutes, records, and files kept by the Council shall normally be open to inspection only for reasons satisfactory to the Council and authorized by it in writing. Items not exempted by the Freedom of Information Act will be made available upon demand, following the advice of Campus Legal Counsel.

Article III: Council Member Election Procedures

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

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

Section 3. Members of the Council shall be elected for staggered three-year terms. District members’ terms shall be staggered.

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

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

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

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

Bylaws Article IV: Academic Professional Senator Election Procedures
Section 1. The electorate that participates in the Academic Professional Senator Elections is determined by the Deans and/or Unit Executive Officers of the units that belong to the CAP districts that elect Senators as authorized by the Academic Senate.

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

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

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

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

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

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

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

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

Article V: Officer and Committee Duties

Section 1. Chair

1. The Chair shall preside at regular and special meetings of CAP.
2. The Chair solicits items from CAP Members to supplement the agenda drafted by the Executive Committee and shares it prior to the monthly meeting with Members and Stakeholders.
3. The Chair or Chair’s designee shall serve as the Council representative to the UIUC Senate Executive Committee.
4. The Chair shall serve as one of the Council representative to UPPAC.
5. The Chair shall have the authority to appoint committees subject to Council approval.
6. The Chair shall provide a written yearly report to the Chancellor of the Council’s activities.
7. The Chair shall arrange annual meetings with the Chancellor, the Provost, and the University of Illinois System President as well as invite other special guests to address the Council on pertinent topics.

8. A member who has served as Chair for two complete successive terms will not be eligible for reelection as Chair until at least one full term has elapsed.

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

Section 3. Secretary
1. The Secretary shall be the official record keeper of the Council’s minutes and attendance following guidelines established in Article II above.
2. There is no limit on the number of terms the Secretary may serve.

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

Section 5. Assistant Grievance Officer
1. The Assistant Grievance Officer shall act as the Grievance Officer in the event of absence or disability of the Grievance Officer.
2. The Assistant Grievance Officer shall act as the Grievance Officer in the event of the Grievance Officer’s conflict of interest with a case presented to the Council.
3. There is no limit on the number of terms the Assistant Grievance Officer may serve.

Section 6. Communications Officer
1. The Communications Officer is responsible for publication of the Council monthly newsletter.
2. The Communications Officer is responsible for maintaining current content on the CAP Web site.
   a. The Communications Officer will solicit regular updates from Council members and ensure these items are posted.
b. The Communications Officer will ensure that current agendas, minutes, and other
timely information approved for distribution are posted to the Web site [and/or
distributed to academic professionals in an appropriate manner].

3. The Communications Officer is responsible for responding to and/or routing
appropriately any messages received from the Web site.

4. The Communications Officer shall serve as the Chair of the Communications Committee.

5. There is no limit on the number of terms the Communications Officer may serve.

Section 7. Communications Committee

1. A minimum of three members shall be appointed to the Communications Committee.
   Members of the Communications Committee are appointed on an annual basis with no limit
   on the number of years served.

2. Members of the Communications Committee shall assist the Communications Officer in the
   execution of their duties.

3. The Communications Officer shall serve as the Chair of the Communications Committee.

Section 8. Procedures and Elections Committee

1. A minimum of five members shall be appointed to the Procedures and Elections
   Committee. The Procedures and Elections Committee members are appointed on an annual
   basis with no limit on the number of years they may serve. The Academic Professional that
   serves on the University Statutes and Senate Procedures Committee of the Academic
   Senate and the CAP Communications Officer shall serve as ex officio members of the
   committee.

2. The Procedures and Elections Committee members shall elect a Vice-Chair.

3. The Vice-Chair of the Council shall serve as the Chair of the Procedures and Elections
   Committee.

4. The Procedures and Elections Committee Chair shall oversee the Academic Professional
   Senator Elections to the UIUC Academic Senate and the committee’s Vice-Chair shall
   oversee the Council Member Elections. Both the Chair and Vice-Chair of the Procedures and
   Elections Committee will participate in meetings with the Office of the Provost to plan
   elections.

5. The Procedures and Elections Committee shall supervise and conduct all nominations and
   elections of Council representatives and academic professional senators, including:
   a. ruling on questions of eligibility,
   b. generally ensuring that nominations and elections are conducted in accordance with
      rules and procedures,
   c. certify election results.

6. The Procedures and Elections Committee shall supervise and conduct all appointment
   proceedings for replacement Council members.

7. The Procedures and Elections Committee shall appoint the officer nominating committee in
   the May meeting, which shall develop the slate of officers, and provide its report to the
   Council at the June meeting.
8. The Procedures and Elections Committee shall track the terms for CAP members, academic professional representatives to UIUC Academic Senate committees, academic professional senators and other terms as appropriate.

Article VI: Grievance Procedures

Section 1. The Council shall have the authority to accept, investigate and respond to grievances filed by academic professionals. The Council shall make recommendations to the Chancellor on the grievances accepted.

Section 2. The Council shall establish guidelines and procedures approved by the Chancellor for handling grievances. Guidelines shall be available to academic professionals.

Article VII: Amendments

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

Section 2. These Bylaws may be amended by a majority vote of the Council and approval of the Chancellor.

Approval History

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