NEIU ADMINISTRATIVE AND PROFESSIONAL

BY LAWS

COUNCIL PURPOSE

The purpose of the Administrative and Professional Council (A&P Council) shall be to act as a liaison between Level II and Level V employees and the President of the University on issues which universally affect Level II through Level V employees.

COUNCIL MEMBERSHIP

The A&P Council shall be composed of five members elected from the constituency with no more than one member from Level II. The five members who get the most votes are elected to the council. Each term shall be two years.

The first election under these by laws will take place in Fall 2000 with members taking office immediately. There after elections will be held during the Spring Semester with members taking office the following Fall semester. The first Spring election will be held in Spring 2002.

Nominations for membership on the Council will be called for via nominating ballots prior to the election. In the event that more than two vacancies exist a special election will be held to fill the vacancies.

COUNCIL OFFICERS

Following each election, at the first meeting that includes newly elected members, a Chair will be selected by a simple majority vote among the five elected members. The council will then designate a member to be Secretary.

COUNCIL MEETINGS

A quorum for a Council meeting shall be a minimum of three members. Decisions of the Council shall be by simple majority of those present.

CONSTITUENCY MEETINGS

The Chair of the Council shall call a meeting of the entire Constituency twice a year, once during the Fall Semester and once during the Spring semester. Agenda items should include the following:

1. Report on the activities of the Council during the previous semester,
2. Discussion of issues brought by the Constituency,
3. Future items for consideration (i.e. Upcoming elections).
Decisions of the Constituency shall be by simple majority vote of those present.

**AMENDMENTS**

Amendments to these by laws may be initiated by Constituents or by action of the Council. The Council, upon simple majority vote of approval, will then submit such amendment to the full constituency for approval. Approval of such amendment requires a simple majority of those constituents voting on the amendment.

**APPROVAL OF BY LAWS**

These by laws shall become effective upon approval by a simple majority of the constituents voting on this draft.