By-laws

Article I. Mission Statement
The Classified Staff Executive Committee (CSEC) works with the University of Wisconsin – Madison leadership to promote effective partnerships with colleagues from all campus employee groups in support of the University’s mission. Members serve as advocates for the classified staff. CSEC does this by encouraging respect, open communication, and equality among all members of the campus community.

Article II. Preamble
All truly successful organizations recognize the value and the importance of the contributions and suggestions that are made by their employees. The University of Wisconsin - Madison, an institution of the University of Wisconsin System, recognizes the tremendous value of the shared governance process which includes all segments of the University’s community. The Classified Staff Executive Committee was created and established to ensure all members of the classified staff have the opportunity to be actively involved in setting the priorities and future direction for the University of Wisconsin - Madison.

In September 2013, the Board of Regents adopted resolution 1.2.c establishing shared governance for classified staff in the UW System. The resolution furthers the principle that all university employees should have a voice in the policies and procedures that directly affect their work lives. Adherence to this principle suggests that the ability to participate in this dialogue, and help find solutions that meet both staff and university needs, should not be limited based on employee category. Madison leadership, primarily related to personnel matters, similar to faculty, student and academic staff involvement.  

Article III. Name
The name of this governance body is the Classified Staff Executive Committee (CSEC).

Article IV. Roles and Responsibilities
CSEC is created as an organization that operates within the shared governance structure of the University of Wisconsin - Madison. CSEC is charged with the following responsibilities:

i. To participate in the development of future plans for the University while also promoting and sustaining a positive professional environment for all permanent classified staff.

ii. To actively participate on shared governance, search and screen, and ad hoc committees.

iii. To promote programs and services that support professional development activities.

iv. To encourage informed communication among classified staff and with the broader University community, including the other shared governance bodies.

v. To perform other duties and functions in accordance with the mission of CSEC.
vi. To create and sustain an affirming and supportive environment that supports, promotes and encourages excellence in teaching, research, outreach, and serving the community in the spirit of the Wisconsin Idea.

**Article V. Membership**

All members of the permanent classified staff are eligible, and encouraged, to be members of Classified Staff Executive Committee. CSEC has nine members, each serving a three-year term. The CSEC is elected by vote of all participating and interested members of the classified staff.

The named seats within the executive committee are determined by evaluating and analyzing the numbers of classified staff constituents served in each employee category. The current seats are: Seat 1 Administrative Support, Seat 2 Blue Collar, Seat 3 Building Trades, Seat 4 Fiscal Staff Services, Seat 5 Technical, Seat 6 Science Professional, Seat 7 Classified Non-Represented Staff (historical name), Seat 8 Second or Third Shift at-Large, Seat 9 General at-Large. These numbers will be reviewed one year prior to the elections to update representation on the committee accordingly. Should an employee move from one employee category to another, they vacate their seat, unless there is less than six months left of their term. The Chair will appoint the next-highest vote getter from the most recent election in the appropriate category to fill the remainder of the term. If no one is able to serve who had been on the ballot, the Chair may appoint any eligible classified staff member in the appropriate category.

**Article VI. Terms of Service**

Terms of service on all CSEC members are three years. Nominations to fill vacant seat(s), and the subsequent voting for all members will be done in May, with the newly elected CSEC members beginning their term in June. If an elected member leaves before the term is completed, The Chair will appoint the next-highest vote getter from the most recent election in the appropriate category to fill the remainder of the term. If no one is able to serve who had been on the ballot, the Chair may appoint any eligible classified staff member in the appropriate category.

**Article VII. Committee Leadership**

CSEC shall consist of an elected chair and vice chair. The chair and the vice chair will serve a one-year term, elected annually.

**Article VIII. Election of Officers**

The nine (9) CSEC members who have been elected or appointed to serve shall elect a Chair and a Vice-Chair at the June meeting from among the nine CSEC members who have been elected or appointed to serve. Ballots will be cast in secret for the chair and vice chair. A member must be present to be nominated and elected for an office. Should the chair be unable to complete their term, the vice-chair shall be elevated to chair. A new vice chair will be elected via the process noted above. The outgoing chair will serve as immediate past chair. The duties and responsibilities of each officer are set forth below:

**Chair**

Chair calls meetings of CSEC and presides over the meetings, coordinates activities, with
the secretary of the classified staff. The Chair distributes the agenda and minutes in accordance to State of Wisconsin open meeting laws as well as distributes the same to the executive committee for review prior to each meeting. The Chair attends all related meetings as the designated representative of CSEC. Chair shall serve as a liaison with other shared governance groups and the administration.

**Vice-Chair**
Serves as Acting Chair when the Chair is absent or unable to perform such duties.

**Immediate Past Chair**
The immediate past chair will assist in preparing and mentoring new officers on current and past issues. If the immediate past chair does not seek or is not reelected they may serve as ex-officio.

**Article IX. Meetings**

**Scheduling:**
Regular meetings of CSEC shall be held Thursdays with additional meetings being called as needed by the chair. Members of CSEC will be allowed to attend meetings without loss of pay. Any employee serving as an elected member of CSEC who is assigned to work the second or third shift may use flex work hours to attend these meetings. Arrangement to flex work schedule will be discussed with the appropriate supervisor. Office of Human Resources (OHR) shall actively help to resolve any issues or problems that may arise relating to scheduling and workload considerations. CSEC meetings are open to all members of the university community.

**Quorum:**
A quorum for executive committee meeting of CSEC shall be five (5) members.

**Attendance:**
Each CSEC member must attend at least 75% of the regularly scheduled meetings, unless excused, in a given Academic year (June to May) to retain their seat. The Chair may identify persons with low attendance and CSEC may remove them from office by an affirmative, secret ballot vote of two-thirds of the membership. The Chair will appoint the next-highest vote getter from the most recent election in the appropriate category to fill the remainder of the term. If no one is able to serve who had been on the ballot, the Chair may appoint any eligible classified staff member in the appropriate category.

**Leave of Absence:**
If a CSEC member knows he or she will not be able to attend meetings for a period of time, a leave of absence may be requested. Leaves may be requested for up to one academic year, and cannot be approved on an intermittent basis. Except in extraordinary circumstances, the leave request must be submitted in writing, to the chair for consideration prior to the effective date of the leave.

The Chair will appoint the next-highest vote getter from the most recent election in the appropriate category to fill the absence. If no one is able to serve who had been on the ballot, the Chair may appoint any eligible classified staff member in the appropriate employment category. Replacement members have full voting rights and privileges. CSEC members requesting a leave longer than one year are encouraged to resign from CSEC.
Article X. Committees
CSEC committees may be established by a majority vote of CSEC, and may include at least one CSEC member. Committee members select their own chair. Members of committees will serve without loss of pay. Any employee serving as an appointed member of a committee and working second or third shift will make the needed arrangements.

Committees are reviewed annually and those that are no longer necessary will be eliminated by majority vote of CSEC. All CSEC committees are responsible to maintain a roster of duties and responsibilities, along with minutes of meetings. CSEC committees will report annually no later than the first of May as allowed.

By-Laws Committee
The annual review and proposed changes to the by-laws. A two thirds vote of CSEC will be necessary to amend or adopt changes to the by-laws.

Committee on Committees
Works with the Secretary of Classified Staff to compile names of interested classified staff to serve on committees; e.g. search and screen, ad hoc, work groups, and shared governance committees.

Communications Committee
Responsible for facilitating the dissemination of information to the Classified Staff. This may include, but not limited to a CSEC Web page, newsletter, and direct mailings. This committee is expected to work with Cultural Linguistics Services (CLS) to craft messaging and communications. The committee will work closely with Secretary of Classified Staff to carry out its mission.

Professional Development and Tuition Committee
The committee will administer the Professional Development Grants and Tuition Scholarship programs. May consider working with the Office of Human Resource and Development(OHRD) to create professional development opportunities.

Classified Employee Recognition Award Committee
The committee will administer the Classified Employee Recognition Program (CERA) which is designed to recognize employees for outstanding service to the public and students or for other significant contributions to UW-Madison.

Article Law
The by-laws shall be subject to annual review and revision. Any necessary changes made pursuant to the following:

i. All proposals must be disseminated one week before it appears on the agenda for action.

ii. Before such a vote will take place, members of CSEC must be provided a written draft of proposed changes.

iii. Changes require an affirmative vote by two-thirds of the CSEC membership. This vote will be done at a CSEC meeting.
iv. In extraordinary circumstances, and when by-law changes are necessary due to deadlines or timelines imposed by external parties or requirements, the one week requirement may be waived, by a two-thirds vote.

Article XII. Parliamentary Authority
The rules contained in the latest edition of Robert’s Rules of Order Newly Revised shall govern this Executive Committee, standing committees and ad hoc committees in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order this committee may have adopted.

- Adopted January 30, 2014
'- Sept 2013 meeting of the University of Wisconsin Board of Regents work papers.