

## UWEX ARTICLES OF ACADEMIC STAFF GOVERNANCE

### Article 2

#### Extension Academic Staff Council

##### **2.01 Council membership.**

- (1) The Council shall consist of eight members of the academic staff voting body.
- (2) Council members shall be elected for staggered two-year terms.
- (3) There shall be at least one member on the Council from each of the operating divisions of UW-Extension (Outreach and E Learning Extension, Cooperative Extension, Broadcast and Media Innovations, and General Education Administration/General Education Administrative Services/Business and Manufacturing Extension). No division (or group of units) shall be represented by more than three members.
- (4) Members take office July 1 following their election.
- (5) Members may succeed themselves for one two-year term and then must be off the Council for twelve months before serving again.
- (6) Ex-officio membership does not count as part of an elected term and may run concurrent with the twelve months off the Council.

##### **2.02 Duties of council members.**

- (1) Council members are expected to attend Council meetings. Three consecutive absences or four absences in one year may result in removal from Council membership by a two-thirds majority of votes cast by the council.
- (2) Each council member is expected to serve on a standing committee or ad hoc committee as needed.

##### **2.03 Election of Council.**

- (1) An election will be conducted by the Secretary of the Academic Staff and completed by May 1 of each year. The election of Council members will take place on an institutional level.
- (2) The Secretary shall notify the entire voting body of Council vacancies and issue a call for nominations at least two weeks prior to the close of nominations on April 1.
- (3) The Nominations Committee will prepare the ballot.
- (4) The Secretary will distribute the ballot with instructions to vote for one candidate for each open seat on the ballot.
- (5) Election will be by plurality except that the requirements of UWEX Article 2.01(3) must be maintained.
- (6) When an unscheduled vacancy occurs, the Council will appoint a replacement to serve for the duration of the term.
- (7) A council member may be removed from the Council by a two-thirds majority of votes cast by the voting body. A petition of at least ten academic staff signatures is necessary to order a recall ballot.

## 2.04

### **Officers of the council.**

- (1) The Council will annually elect its own chair and vice chair. A council member may serve two consecutive years as chair, and then must be out of that office for one year before serving as chair again.
- (2) The chair may be removed by a two-thirds majority Council vote. A motion to remove the chair or vice chair takes precedence over all other matters.
- (3) The immediate past chair, if not serving an elected term on the Council, shall serve as past chair, and ex-officio, non-voting Council member.
- (4) The secretary of the Council is the Secretary of the Academic Staff.

## 2.05

### **Duties of officers.**

- (1) The duties of the chair are to:
  - (a) preside at all meetings of the Council
  - (b) schedule Council meetings
  - (c) establish Council agendas
  - (d) attend Wisconsin System Academic Staff Representatives Meeting or delegate same with concurrence of the Council
  - (e) initiate and/or approve Council correspondence
  - (f) work with the vice chair and Secretary of the Academic Staff to communicate matters of interest to the entire voting body
  - (g) otherwise, be the spokesperson and representative for UWEX academic staff.
- (2) If the office of chair should become vacant between annual elections, the vice chair becomes chair and the Council elects another vice chair.
- (3) The duty of the vice chair is to perform all the duties of the chair in the chair's absence.
- (4) The duty of the past chair is to advise the Council and its officers.
- (5) The duties of the secretary are to conduct elections, prepare documents, provide information, disseminate material, and otherwise provide general staff assistance to the Council.

## 2.06

### **Conduct of Council business.**

- (1) The Council shall generally meet monthly for a total of no less than ten times annually. A special meeting may be called by the chair or majority of members.
- (2) The chair shall call the meetings and set the time and place with the advice of the Council.
- (3) An annual general academic staff (all members of the voting body) meeting will be called, typically in February or March, generally held via interactive media.
- (4) Robert's Rules of Order Newly Revised shall govern the conduct of the meetings although discussion may be as informal as the chair allows.
- (5) Council meetings shall be held in open session, except when a properly noticed closed session is convened under one or more of the exemptions provided in s.19.85, Stats. Persons who are not members of the Council may be recognized to speak at Council meetings.

- (6) A quorum consists of five voting members of the Council or 66% of the voting members, whichever is less.
- (7) Council decisions are made by majority of the votes cast when not otherwise specified.
- (8) A two-thirds majority vote of the Council is necessary to amend these Articles of Governance.
- (9) These Articles of Governance can be amended by the voting body as well. A simple majority Council vote or a petition of at least ten academic staff signatures will place a proposed amendment on a ballot of membership decision, determined by a majority of votes cast.

## 2.07

### **Functions of the Council.** The Academic Staff Council shall:

- (1) Serve as the official channel of communications between the academic staff and all institution offices and bodies including the Chancellor, the Chancellor's designees, the University Committee/Faculty Senate and related committees;
- (2) Represent UWEX academic staff in all matters of collective concern including:
  - (a) Responding to matters which are referred to the Council by the Chancellor
  - (b) Recommend policies, procedures, and practices to the best interest of the academic staff, consistent with the goals and mission of UW-Extension
  - (c) monitor the application of policies and procedures concerning academic staff
  - (d) monitor changes in state legislation, UW System and UW-Extension rules, and other matters affecting academic staff
  - (e) consult with the Chancellor on budget development, proposals, and changes
  - (f) recommend to the Chancellor budget procedures for salary compensation funds, including merit, for academic staff
  - (g) advise the Chancellor on academic staff members to serve on institution and UW System bodies.
- (3) Oversee the nomination and election processes for Council and Hearings Committee members.
- (4) Establish standing and ad hoc committees and any other task force deemed necessary for effective governance.
- (5) Establish Articles of Governance and bylaws that are deemed appropriate for the Council and its committees.

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