

Approved June 11, 2009

ACADEMIC PROFESSIONAL ADVISORY COMMITTEE UNIVERSITY OF ILLINOIS AT CHICAGO

Bylaws

Purpose

The Academic Professional Advisory Committee of the University of Illinois at Chicago (hereinafter referred to as APAC) is an elected body whose function, as defined by University of Illinois Statutes, is to "provide for the orderly voicing of suggestions for the good of the University, afford added recourse for the consideration of grievances, and furnish a channel for direct and concerted communication between the academic professional staff and the administrative officers of the University, its colleges, schools, institutes, divisions, and other administrative units on matters of interest or concern to the academic professional staff or any member of it." The Statutes *also* mandate that "in performing its functions, the Committee, 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 of the academic professional staff shall be entitled to a conference with the committee or individual members thereof on any matter properly within the purview of the committee.

**ARTICLE I**  
**Structure of APAC**

SECTION I: Composition of APAC

- A. APAC shall consist of 15 to 18 representatives elected at large who hold permanent or visiting Academic Professional appointments of 50% or more of full time employment at UIC (See Article III).
- B. In addition, one representative from the Office of the Vice Chancellor for Human Resources will serve as ex officio member, without voting privilege but with full floor privilege.
- C. The three academic professional representatives to the UIC Senate will also serve as members of APAC.
- D. Representatives to APAC shall be elected for three-year terms commencing with the regular May meeting following their election. Provision shall be made for staggered terms with no less than five representatives (of the membership) to be elected each year.

SECTION II: Officers

- A. APAC shall elect a Chairperson, Vice-Chairperson, and Secretary by majority vote from among the representatives at the regular June meeting. The terms of office shall be for one calendar year beginning immediately upon election.
- B. In the event of the resignation of the Chairperson, the Vice-Chairperson shall assume the chair and a replacement for the Vice-Chairperson shall be elected. If the Vice-Chairperson or Secretary resigns, APAC shall elect a replacement. Replacements shall be chosen from the representatives to serve the balance of the unexpired term of office.

### SECTION III: Subcommittees

A. The standing subcommittees of APAC shall be:

1. *Building Community/Education*

The Building Community/Education Subcommittee identifies opportunities and recommends programs and activities for academic professionals that build a spirit of community within the constituency and that serve to strengthen connections among the constituents.

2. *Communication*

The Communication Subcommittee will meet regularly to coordinate activities for the effective communication to the APAC constituency.

3. *CAPE*

The Chancellor's Academic Professional Excellence Award (CAPE), recognizes the demonstrated excellence of academic professionals, encourages their professional development, and indicates the institution's high regard for the contributions of this key segment of the academic community.

B. Chairpersons of the standing committees shall be selected by majority vote of APAC from among its representatives for one-year terms.

C. The Chairperson of AP AC shall appoint ad hoc subcommittees, provided their purpose is not in conflict with the charge of any standing subcommittee.

D. Members of standing and ad hoc subcommittees shall be chosen from the AP AC constituency.

### SECTION IV: Quorum and Voting

A. A quorum shall consist of at least half of the elected representatives of APAC.

B. All elected and appointed representatives of APAC shall have equal standing and voting privileges.

C. Only elected and appointed representatives may vote on any matter before APAC. Voting by proxy, absentee or mail ballot shall not be permitted.

### SECTION V: Records and Files

A. The Secretary of APAC shall maintain the official records and files of APAC. The Chairperson shall have the authority to review all AP AC records and files as required.

B. All records and files shall be available for inspection by members and constituents of APAC. Records shall be transferred to the University Archives as governed by the Deposit Agreement between APAC and the University Archives.

**Article II**  
**Definition of Constituency**

The constituency of APAC will include all academic professionals at UIC. The University of Illinois Statutes define academic professionals as "those staff members on academic appointments whose positions have been designated by the President and the Chancellor as meeting specialized administrative, professional, or technical needs."

**Article III**  
**Election of Representatives to APAC and Election of Academic Professional  
Representatives to the UIC Senate**

SECTION I: Definition of Electorate

- A. The electorate for at large representatives to APAC shall consist of all Academic professionals at UIC.
- B. The electorate for the three Academic Professional to the UIC Senate shall consist of Academic Professionals with permanent appointment of 50% or more at UIC.

SECTION II: Nominating Procedures

- A. Any member of the APAC electorate who does not hold a continuing position on APAC will be eligible to become a candidate by completing the self-nomination process. Any academic professional can nominate another academic professional with that person's consent.
- B. Each March, nomination process instructions will be prepared and distributed.
- C. Nominations will be considered complete when the following materials are submitted to the Vice Chair on or before the stated deadline:
  - 1. A statement (100 words or less) indicating interest in serving on APAC;
  - 2. A petition, endorsing the academic professional's candidacy, signed by ten constituents.
- D. The names of all academic professionals who complete the process delineated in the preceding step will appear on the final ballot. A copy of each candidate's statement of interest will accompany the final ballot for the information of the electorate.

SECTION III: Election Procedures for APAC Committee Members

- A. Ballots listing names of the nominees shall be mailed to each constituent no later than two weeks prior to the tallying of the ballots. These ballots are to be returned on or before the date on which the vote is tallied. Each constituent may cast one vote for each vacant three-year term.
- B. The six candidates, or more as needed, who receive the highest number of votes shall be declared the winners. When a tie occurs, lot will determine the winner.
- C. Should a vacancy occur during the term, the Chairperson with the approval of the Executive Committee and the consent of APAC will appoint a person from constituents to complete the remainder of the academic year.

SECTION IV: Election Procedures for Academic Professionals to the UIC Senate

- A. Ballots listing names of the nominees shall be mailed to each constituent no later than two weeks prior to the tallying of the ballots. These ballots are to be returned on or before the date on which the vote is tallied. Each constituent may cast one vote for each vacant term.

- B. The candidate(s) who receive the highest number of votes shall be declared the winners. When a tie occurs, lot will determine the winner.
- C. Should a vacancy occur during the term, the Chairperson with the approval of the Executive Committee and the consent of APAC will appoint a person from constituents to complete the remainder of the academic year.

## **ARTICLE IV Meetings**

### SECTION I: Schedule

Meetings shall be scheduled no less than once a month during the academic year. A meeting may be cancelled at the discretion of the chair

### Section II: Attendance

Monthly meeting attendance is mandatory. Nonattendance at 4 monthly meetings per academic year will be considered a resignation from APAC.

In the event, a member requests reinstatement because of nonattendance at AP AC meetings, the member must petition APAC. An affirmative vote of two-thirds of the full committee is necessary for reinstatement.

### SECTION III: Special Meetings

Special meetings of APAC shall be called by the Chairperson or on petition of three or more members of APAC or on petition often or more members of the APAC constituency.

### SECTION IV: Floor Privileges

- A. All representatives, ex officio members, and subcommittee appointees shall be entitled to the privileges of the floor including the right to speak on matters before APAC.
- B. Appointed subcommittee members. who are not representatives, shall also have the right to propose motions on matters within the purview of their committee.
- C. Upon receipt of a written request prior to a meeting, the Chairperson may extend floor privileges, not voting privileges, for a given topic to any member of the University community whose contributions to the discussion of the topic may be presumed valuable.

## **ARTICLE V Amendments**

Amendments to these Bylaws shall be effective when approved by a two-thirds vote. Proposed amendments shall be given a first reading at a regular meeting of APAC, and shall be voted on no earlier than the next regular meeting of APAC. A copy of the proposed amendment shall accompany the notification of the meeting at which the first reading shall take place.