

**CONSTITUTION AND BY-LAWS
OF THE
UNIVERSITY SUPERVISORS/CONFIDENTIAL EMPLOYEES
ADVISORY COUNCIL**

ARTICLE I NAME, REPRESENTATION, AND PURPOSE:

Section 1. **Name:** The name of the organization shall be the University Supervisors/Confidential Employees Advisory Council.

Section 2. **Representation:** The Council shall represent non-represented classified employees, including University Supervisors and Classified Confidentials of the University of Maine at Augusta, Farmington, Fort Kent, Machias, Presque Isle, University of Maine, University of Southern Maine, and System-wide Services.

Section 3. **Purpose:** The Council shall serve in an advisory capacity to the Chancellor of the University of Maine System and shall exist for the following purposes:
 a. to provide a means for the transmission of advice by non-represented classified employees to designated representatives of the University regarding employee relations policies, compensation and working conditions of non-represented classified employees; and
 b. to provide a forum to non-represented classified employees for the discussion of matters of concern and the dissemination of information relating to their University employment.

ARTICLE II MEMBERSHIP:

Section 1. **Number and Terms:** The Council shall consist of thirteen members as follows:

University of Maine	at Augusta	1
	at Farmington	1
	at Fort Kent	1
	at Machias	1
	at Presque Isle	1
	University of Maine	4
	University of Southern Maine	2
	System-wide Services	1
	Classified Confidentials rotating seat	1

Representatives from the University of Maine shall include two (2) University Supervisors and two (2) Classified Confidentials. Representatives from the University of Southern Maine shall include one (1) University Supervisor and one (1) Classified Confidential. All other campus and System-wide Services representatives shall be University Supervisors. The rotating seat shall be filled

by a Classified Confidential in accordance with Section 4 of this Article. If a University Supervisor cannot be appointed in the reasonable manner selected by the university due to lack of time or lack of a sufficient pool of appropriate employees, or similar sound rationale, the university may appoint a classified confidential employee for a one year term.

Section 2. Terms: The members shall serve a term of two years, which shall begin on the first day of March and end on the last day of February. There shall be no limit on the number of terms an employee may serve.

Terms of members shall be staggered so that in odd numbered years six (6) terms expire and in even numbered years seven (7) terms expire. If a campus is represented by two or more Council members, terms of the campus representatives shall not all expire in the same year.

Section 3. Eligibility for Membership: Those persons eligible for membership shall be regular University Supervisors and Classified Confidentials of the University of Maine System.

Section 4. Council Membership: Shall be by appointment through channels developed by each individual campus and approved by the campus President. The process for selecting each Council member shall include input from the University Supervisors or Classified Confidentials, as appropriate for the individual seat, at the campus. The individual campus President shall formally forward designations of Council members to the Chancellor.

The rotating representative of Classified Confidentials shall be selected by the appropriate campus President or the Chancellor for System-wide Services with input from Classified Confidentials at the campus/office. The campus President shall forward the designation to the Chancellor. The campus/office from which this representative comes will be determined by the rotational list below. If the designated campus/office is unable to appoint a member who is willing to serve, the campus/office next on the rotational list shall fill the term.

Campus Rotation

University of Maine at Farmington

University of Maine at Augusta

University of Maine at Fort Kent

University of Maine at Machias

University of Maine at Presque Isle

System-wide Services

Section 5. Resignation: A Council member wishing to resign shall submit a letter of resignation to the President of his or her campus, with a copy to the Secretary of the University Supervisors/Confidential Employees Advisory Council. The campus President shall appoint a replacement who shall serve for the unexpired

duration of the term of the member who resigned.

Section 6. Attendance: Each Council member shall endeavor to attend all meetings or, subject to the approval of the campus President, provide an alternate to attend in the member's absence. Alternates must fulfill the eligibility for membership according to Article II, Section 2. Alternates shall exercise all rights and privileges, including voting, of regular members. Any member who is absent from three consecutive regular meetings without providing an alternate shall be dropped from Council membership. The Secretary shall be responsible for monitoring attendance and shall notify the campus President of any member who is dropped from membership.

ARTICLE III OFFICERS:

Section 1. Officers of the Council: The Council shall have a President, Vice President and Secretary. The administrative liaison person from the Chancellor's Office shall serve as Secretary.

Section 2. Election of Officers: The election of officers shall be the final agenda item at the March meeting. Nominations for office shall come from the floor beginning with the nominations for President. Each office shall be voted upon separately by a secret ballot. A plurality of the votes cast shall constitute election. Officers shall serve one year terms. No member shall be eligible to serve more than two consecutive terms in the same office.

Section 3. Resignation of Officers: On the resignation of the Council's President, the Vice President shall complete the term as President. On the resignation of the Council's Vice President, the President shall appoint a vice president pro tem until the next regularly scheduled Council meeting when an election, according to Council By-laws, shall take place.

ARTICLE IV MEETINGS:

Section 1. Regular Meetings: The regular meeting of the Council shall be at the system wide services office on the last Friday in the month of March and via video conferencing in the first week of the months of February, June, August, October and December. The President shall, at the request of a quorum of Council members, cancel a regularly scheduled meeting no later than one week prior to the scheduled meeting. The President shall, at the request of a quorum of Council members, schedule a special meeting with at least one week's notice.

Section 2. Quorum: A quorum shall consist of seven voting members of the Council. The President shall vote only in cases of a tie.

Section 3. Parliamentary Authority: Robert's Rules of Order Newly Revised shall govern the Council in all cases in which it is not inconsistent with the Constitution and By-laws. The Secretary shall serve as parliamentarian.

Section 4. Guests: At the discretion of the Council, non-represented classified employees who are not Members of the Council may attend and participate in Council meetings on a non-voting basis. The Council members will encourage this at video conference sessions with a portion of those meetings being set aside for such participation.

ARTICLE V COMMITTEES:

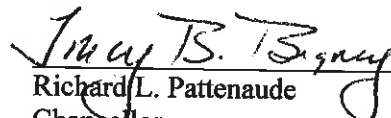
Section 1. Appointments: The President shall be responsible, with the advice and consent of the Council, for the appointment of committees and for committee membership.

ARTICLE VI AMENDMENT OF THE CONSTITUTION AND BYLAWS:

Section I. The Constitution and By-laws may be amended at any regular meeting of the Council by a two-thirds vote of the Council members present and voting. The proposed change shall be distributed to the members at least one week before the meeting at which the action is to be taken. Amendments shall be subject to the approval of the Chancellor.

Section 2. Review of the Constitution and Bylaws: The Constitution and By-laws may be reviewed annually according to Article VI, Section 1.

Approved:


Richard L. Pattenaude
Chancellor

Date: 2/8/11