

CONSTITUTION AND BYLAWS  
OF THE  
STATE UNIVERSITIES CIVIL  
SERVICE ADVISORY COMMITTEE TO THE  
MERIT BOARD

Effective as Amended July 19, 2013

---

**BYLAWS OF THE STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE TO THE MERIT BOARD**

---

---

***STATE UNIVERSITIES CIVIL  
SERVICE ADVISORY COMMITTEE TO THE MERIT BOARD***

**CONSTITUTION**

PREAMBLE .....1

Article I NAME .....2

Article II. AUTHORITY.....2

Article III. PURPOSE .....2

Article IV. MEMBERSHIP .....2

Article V. MEETINGS.....2

**BYLAWS OF THE STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE TO THE MERIT BOARD**



**BYLAWS OF THE STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE TO THE MERIT BOARD**



**BYLAWS OF THE STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE TO THE MERIT BOARD**



**STATE UNIVERSITIES CIVIL  
SERVICE ADVISORY COMMITTEE TO THE MERIT BOARD**

**BYLAWS**

<b>Article I.</b>	<b>SUCSAC MEMBERSHIP</b>	
Section I.	University Membership .....	4
Section II.	Term of Office .....	4
<b>Article II.</b>	<b>ELECTION PROCESS</b> .....	5
Section I.	Notice of Vacancy .....	5
Section II.	Eligibility .....	6
Section III.	Petition.....	6
Section IV.	Pre-Election.....	7
Section V.	Election .....	8
Section VI.	Post-Election .....	10
Section VII.	Election Protests .....	10
Section VIII.	Installation .....	11
<b>Article III.</b>	<b>OFFICERS OF THE COMMITTEE</b> .....	12
Section I.	Elections.....	12
Section II.	Powers and Duties of the Chair .....	12
Section III.	Powers and Duties of the Vice Chair.....	13
Section IV.	Powers and Duties of the Chair Pro Tempore .....	13
Section V.	Powers and Duties of the Secretary .....	13
Section VI.	Powers and Duties of the Parliamentarian .....	14
<b>Article IV.</b>	<b>STANDING COMMITTEES</b> .....	14
Section I.	Election of Standing Committee Members.....	14
Section II.	Membership of Standing Committees.....	14
Section III.	Power to Call a Standing Committee Meeting .....	15
Section IV.	The Executive Committee .....	15
Section V.	The Legislative Committee.....	15
Section VI.	The Election Committee .....	15
<b>Article V.</b>	<b>SPECIAL COMMITTEES</b> .....	16
Section I.	Appointment of Special Committees.....	16
Section II.	Power to Call a Special Committee Meeting .....	16

**BYLAWS OF THE STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE TO THE MERIT BOARD**

---

---

**Article VI. OPERATING PROCEDURES..... 16**  
Section I. Quorum and Voting Procedures .....16  
Section II. Rules of Order .....17  
Section III. Order of Business.....17  
Section IV. Appearances before SUCSAC .....17

**Article VII. MEETINGS..... 19**  
Section I. Open Meetings Act .....19  
Section II. Location of Meetings .....19  
Section III. Regular Meetings .....19  
Section IV. Rescheduled and Reconvened Meetings.....20  
Section V. Special and Emergency Meetings .....20  
Section VI. Closed Meetings.....21  
Section VII. Minutes .....23

**Article VIII. AMENDMENT, SUSPENSION, AND REPEAL OF BYLAWS ..... 25**

**Article IX. DEFINITIONS ..... 25**

**STATE UNIVERSITIES CIVIL SERVICE  
ADVISORY COMMITTEE TO THE MERIT BOARD**

**CONSTITUTION**

**PREAMBLE**

The State Universities Civil Service System (SUCSS) was created by the passage of House Bill No. 831 by the 67th General Assembly and became a functioning agency on January 1, 1952. The SUCSS's enabling statute is referred to as the State Universities Civil Service Act (Act) and is now codified in section 36b *et seq.* of the Act (110 ILCS 70/36b *et seq.*)

The purpose of SUCSS is to provide a sound program of personnel administration for the University of Illinois, Southern Illinois University, Northern Illinois University, Illinois State University, Eastern Illinois University, Western Illinois University, Governors State University, Chicago State University, Northeastern Illinois University, the Illinois Community College Board, the State Universities Civil Service System, the State Universities Retirement System, the State Scholarship Commission, and the Illinois Board of Higher Education.

The governing body for the System is the Merit Board, composed of eleven members, three of whom are members of the Board of Trustees of the University of Illinois, plus one member of the Board of Trustees of each of the following: Southern Illinois University, Northern Illinois University, Illinois State University, Eastern Illinois University, Western Illinois University, Governors State University, Chicago State University, and Northeastern Illinois University.

In order to carry out the purpose indicated above, the Merit Board appoints an Executive Director and his staff, and delegates certain powers and duties to the Executive Director, so that the System may function on a day-to-day basis.

The State Universities Civil Service Advisory Committee (SUCSAC) to the Merit Board is provided for in Section 36c of the Act (110 ILCS 70/36c). It is an elected body, and has the responsibility of recommending actions and presenting problems to the Merit Board in accordance with the interests and needs of all employees in SUCSS.



**BYLAWS OF THE STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE TO THE MERIT BOARD**

---

---

**ARTICLE I. NAME**

The name of this committee shall be the State Universities Civil Service Advisory Committee to the Merit Board (SUCSAC).

**ARTICLE II. AUTHORITY**

SUCSAC is organized in accordance with Section 36c of the Act (110 ILCS 70/36c), passed by the 67<sup>th</sup> General Assembly of the State of Illinois.

**ARTICLE III. PURPOSE**

SUCSAC is organized for the purpose of serving in an advisory capacity to the Merit Board on all matters pertaining to SUCSS.

**ARTICLE IV. MEMBERSHIP**

SUCSAC shall be made up of not less than 19 members who are civil service employees, at least nine of whom shall be elected by and from the civil service employees of the University of Illinois, at least three of whom shall be elected by and from the civil service employees of Southern Illinois University, and at least one of whom shall be elected by and from the civil service employees of each of the following: Northern Illinois University, Illinois State University, Eastern Illinois University, Western Illinois University, Governors State University, Chicago State University, Northeastern Illinois University, and State Universities Retirement System.

**ARTICLE V. MEETINGS**

SUCSAC shall meet at least quarterly in accordance with Section 36c of the Act (110 ILCS 70/36c). The quarterly meetings of the Committee shall be held in January, April, July, and October of each calendar year. The January meeting shall be designated as the annual meeting.

**BYLAWS OF THE STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE TO THE MERIT BOARD**

---

Special meetings of this Committee may be called at any time by the chair or upon written request to the chair by at least one-third of the membership to be held within 15 calendar days of the request.

A member or members of the SUCSS Merit Board staff may be invited to attend any or all meetings of SUCSAC or of its subsidiary committees.

**STATE UNIVERSITIES CIVIL SERVICE  
ADVISORY COMMITTEE TO THE MERIT BOARD**

**BYLAWS**

**ARTICLE I. SUCSAC MEMBERSHIP**

***Section I. University Membership***

Membership to SUCSAC shall consist of:

1. UNIVERSITY OF ILLINOIS. Four members shall be elected from the civil service employees of the University of Illinois at Urbana-Champaign colleges, schools and divisions of the University of Illinois. Three members shall be elected from the civil service employees of the University of Illinois at Chicago. One member shall be elected from the civil service employees of each the Division of Specialized Care for Children and the University of Illinois at Springfield.
2. SOUTHERN ILLINOIS UNIVERSITY. One member shall be elected from the civil service employees of each campus of the Southern Illinois University System: Southern Illinois University Carbondale, Southern Illinois University Edwardsville, and Southern Illinois University School of Medicine at Springfield.
3. REMAINING UNIVERSITIES/AGENCIES. One member shall be elected from the civil service employees of each of the following: Chicago State University, Eastern Illinois University, Governors State University, Illinois State University, Northeastern Illinois University, Northern Illinois University, State Universities Retirement System, and Western Illinois University.

***Section II. Term of Office***

1. Regular term. A regular term for a member of SUCSAC shall be four years.

2. Expired Term. An expired term shall be filled by election in accordance with the approved election procedures. Regular elections to fill expired terms of members of SUCSAC shall be held the third Tuesday in October.
3. Special Term. The Election Committee shall determine the length of the term when a vacancy exists. A vacancy on SUCSAC shall exist when:
  - a. a member resigns from SUCSAC;
  - b. a member leaves the service of an employer covered by SUCSS;
  - c. a member transfers to the service of another employer covered by SUCSS;
  - d. a member changes employment to other than status civil service;
  - e. a member goes on leave of absence or disability for more than one year;
  - f. a member has been expelled for lack of attendance as determined by the Executive Committee<sup>1</sup>, referring to the Member Information Manual;
  - g. a member is laid off for more than one year or,
  - h. an election is declared null and void.

## Article II. ELECTION PROCESS

### *Section I. Notice of Vacancy*

1. Upon notification to the Chair of SUCSAC that a vacancy exists, a special election shall be held to fill that vacancy. The Election Committee Chair, with the approval of the Election Committee, shall notify the Designated Employer Representative (DER) of the vacancy and shall request that notices of the special election be posted within 30 calendar days after receipt of such notification. Special elections shall be conducted in accordance with the approved procedures for regular elections.
2. With the concurrence of SUCSAC representative(s), notices of election shall be posted by the DER at each of the places of employment listed in Section

---

<sup>1</sup> The individual may appeal the pending expulsion, in writing, to the chair of the SUCSAC within 15 calendar days after notification of pending expulsion. Action will be determined at the next SUCSAC meeting.

1 of Article I of the Bylaws at least 39 calendar days prior to the election. The polling location(s) and time(s) shall be designated and specified on such notices.

**Section II. Eligibility**

To be eligible for nomination and election to membership on SUCSAC a civil service employee must meet all of the following qualifications:

1. Must be a certified status civil service employee at the specific university/agency of election.
2. Must have served at least three current consecutive years of civil service employment in an institution currently served by SUCSS at the time the candidate picks up the petition and the statement of candidacy.

**Section III. Petition**

1. SUCSAC shall approve the petition and the statement of candidacy forms, which shall be made available by the DER 32 calendar days prior to the election date.
2. Nominations shall be made by approved petition forms, signed by at least 25 civil service employees eligible to vote (refer to Section IV., Number 9, of this Article of the Bylaws) at the respective place of employment. There is no limit to the number of petitions which any specific employee may sign.
3. An acceptable petition for nomination must meet the following requirements:
  - a. have at least 25 signatures of civil service employees eligible to vote (refer to Section IV, Number 9, of this Article of the Bylaws);
  - b. be received by the DER within the specified date and time in accordance with Number 4 below; and
  - c. be dated and signed by the DER as to the date and time of receipt. A receipt, indicating date and time the petition was received, will be issued by the DER.

4. Approved petitions and statements of candidacy forms shall be filed with the DER prior to the close of business at least 25 calendar days prior to the election date.
5. A candidate desiring to withdraw must present a statement of withdrawal in writing to the DER at least 20 calendar days prior to the election.
6. An official election to SUCSAC will not be necessary if the total number of petitions filed equals the number of slots to be filled. When such a circumstance exists, the DER shall certify the name(s) of said candidate(s) to the chair of the Election Committee within five calendar days after the closing date for withdrawal of candidacy. The candidate(s) shall be notified of such certification by the Election Committee.

**Section IV. Pre-Election**

1. The DER shall make known to civil service employees the official list of candidates, including qualifications furnished by the candidates, not later than 15 calendar days prior to the election date.
2. Campaigning shall be done only by civil service employees. No off campus group(s) including, but not limited to, unions and religious organizations, may participate in the election in any manner. No campaigning activities shall be carried on within 25 feet of a polling place. Evidence of such participation shall constitute sufficient cause for disqualification of any candidate.
3. The DER shall cause the official ballots and tally sheet forms to be printed at least 12 calendar days prior to the election.
4. Names of eligible candidates shall be printed on the ballots in the same order as their acceptable petitions were received as outlined in Section III, Number 3, of this Article. Write-in candidates will not be recognized. Refer to Number 2, of Section III of this Article of the Bylaws.
5. At each place of employment listed in Section 1 of Article I of the Bylaws there shall be as many polling places as, in the opinion of the DER and with

the concurrence of SUCSAC representative(s) from that place of employment, are necessary to carry on the election. The polling places must be open sufficient hours to permit all employees to vote.

6. Election to membership on SUCSAC shall be by secret ballot.
7. At least one judge and one teller, who are not candidates for membership to SUCSAC, shall be appointed by the DER with the concurrence of the current SUCSAC member(s). The judge shall initial all ballots prior to handing them to a qualified voter. Judges and tellers shall serve without loss of pay.
8. The DER shall provide a suitable sealed ballot box at each polling place. No ballot box shall be opened until the votes are to be counted following the closing of the polling places on the scheduled election day.
9. Any civil service employee, excluding temporary, provisional, student and extra help, at a place of employment, who is currently employed as of the date of the election, shall be granted the time to vote without loss of time or pay.

**Section V. Election**

1. An election may be conducted by the use of mail ballots for a place(s) of employment under the jurisdiction of a DER, except at that place of employment where the DER is located. The DER shall initial all ballots prior to sending them with the polling register to his designee 11 calendar days before the election. Each employee using a mail ballot shall:
  - a. sign the polling register;
  - b. present institutional identification card, driver's license, or other identification acceptable by the Election Committee and receive a ballot from the DER or designee;
  - c. vote; and
  - d. place the ballot in an individual envelope, seal it and return it to the DER's designee.

The DER's designee shall initial all sealed envelopes and return them with the polling register to the DER in a single envelope to arrive prior to the close of the polls. The DER shall place the single sealed envelope in a ballot box.

2. An employee may vote by absentee ballot, providing proof of inability to vote on the approved election date is furnished by the employee to the DER. The employee may cast an absentee ballot 11 days prior to an election, but no later than one day prior to the election. An employee may cast an absentee ballot in accordance with the following procedure:
  - a. sign the polling register;
  - b. present institutional identification card, driver's license, or other identification acceptable by the Election Committee and receive a ballot from the DER;
  - c. vote; and
  - d. place the ballot in an individual envelope, seal it and return it to the DER. The DER initials the envelope and places it in the ballot box.
3. Each voter shall be required to sign the polling register. In addition, the university/agency institutional identification card, driver's license, or other identification acceptable by the Election Committee shall be presented by each voter to the election judge before receiving a ballot. Any employee signing a polling register more than one time, or signing more than one polling register, shall become subject to Section 250.110(d)(3) of the Illinois Administrative Code (80 Ill. Adm. Code §250.110(d)(3)) (falsification of records).
4. A voter may cast as many votes on a ballot as there are SUCSAC vacancies at the place of employment, but only one vote for any one candidate.
5. At the time of closing a polling place, any eligible voter who is present shall be permitted to vote.
6. After each polling place has been closed, the election officials shall be responsible for counting the ballots, tallying the results, and filing the ballots and the official tally with the DER within 24 hours.



7. The candidate(s) receiving the most votes, and corresponding in number to the vacancies being filled at the place of employment, shall be declared elected. In case of a tie vote, a drawing shall be conducted by the official teller(s) and judge(s) of the election. The result of the drawing shall determine the election.

**Section VI. Post-Election**

1. The DER shall file the ballots, the official tally and certification of the election results with the chair of the Election Committee within six calendar days following the election. The Election Committee shall send all election materials to SUCSS to be retained in accordance with its retention policy.
2. The chair of the Election Committee shall send one copy of the appropriate official tally of the election to each candidate.

**Section VII. Election Protests**

1. A candidate desiring to protest the election at a place of employment shall notify the Chair and Secretary of SUCSAC and the DER who conducted the election in writing within five working days following notification of the SUCSAC election results by the Election Committee Chair. The candidate shall include a statement containing all facts which the candidate attests to be the true basis for such a protest. The DER, within five working days following receipt of a copy of the election protest, shall submit to the Chair and Secretary of SUCSAC statements relating to each item presented in the protest together with any additional comments or information pertinent to the conduct of the election.
2. The Secretary of SUCSAC shall submit, within five working days, following receipt of the DER's statement a copy of the protest and a copy of the DER's statement to each member of the Election Committee. It should be noted that if no statement is received from the DER, the facts as alleged in the candidate's protest may be the primary evidence upon which the Election Committee will base its decision to approve or disapprove the protest. The Election Committee shall submit the decision on the protest within 15 working days following the date of the DER's statement, but no

longer than 25 working days following the date of the candidate's protest. Failure by the Election Committee to submit the decision in a timely manner, without consent by all parties of the protested election to a reasonable delay, shall be recorded as approval of the protest.

3. If the protest is approved by the Election Committee, the Chair of SUCSAC shall notify the DER of such approval and shall call for a new election within 35 working days of such notice in accordance with all Sections of Article II of these Bylaws, except that Numbers 1, 2, 3, 4, and 5 of Section III of Article II of the Bylaws shall not be in force.
4. If the protest is denied by a majority vote of the Election Committee, the election, as held, shall be considered valid, and all candidates and the DER shall be so notified in writing by the Chair within five working days following the decision by the Election Committee.

**Section VIII. Installation**

An incumbent member shall hold office until a successor is properly qualified, elected, and seated. Newly elected members shall be seated at the annual meeting, or at the first meeting following the election. They will be given the following charge and obligation by the Chair:

***I shall represent all members of the civil service staff of the System and pledge that my deliberations, decisions, and recommendations shall be on behalf of this total staff, and that I will not be influenced by any action which is not in the best interest of those I represent.***

***I recognize my obligation to support excellence in higher education in the State of Illinois, and I pledge my efforts toward that goal.***

***As an employee of the State of Illinois, I pledge my efforts to improve our State service to the end that public employment may be deemed worthy in the minds of our citizens.***

***In full realization that we do not always think alike, and that there is a place for honest difference of opinion, I pledge to respect the opinions of others and to do all within my power to promote the***

*spirit of harmony and fellowship among the employees I represent, and between those employees and the administration at their respective employing institutions.*

**ARTICLE III OFFICERS OF THE COMMITTEE**

***Section I. Elections***

1. The election of Officers of SUCSAC shall include a Chair, Vice Chair, and Secretary. The election shall be conducted at least annually. Procedures for the election of officers shall be as follows:
  - a. Ballot. Voting shall be by secret ballot.
  - b. Elections Responsibility. The Chair shall appoint tellers who are not members of SUCSAC who shall be charged with distributing, collecting, counting and tabulating all votes cast.
  - c. Determination of Election. When more than one candidate is nominated for a position, the candidate receiving the majority of votes shall be declared elected to the office.
  - d. When the vote has been tallied, the Chair shall announce or declare the vote and election.
2. The Parliamentarian shall be elected by the Executive Committee at its annual meeting in the same manner as described above in 1a, b, and c of this Section.
3. If a vacancy occurs for any reason, the position is filled by an election as described above in 1a, b, c and d of this Section.
4. Election Schedule Imbalance
  - a. An election imbalance exists when more than 25% of members as defined by ARTICLE IV of the SUCSAC constitution whose terms are expiring within the same year.
  - b. The election committee will then determine the length of term to be between three to five years.

**Section II. Powers and Duties of the Chair**

The Chair shall:

1. Preside at all meetings and ensure compliance with the Constitution and Bylaws.
2. Convene meetings at least quarterly and at such other times as deemed necessary. Meetings shall also be called at any time by the chair or upon written request to the chair by at least one-third of the membership to be held within 15 calendar days of the request.
3. Appoint all special committees and designate a member thereof to serve as chair.
4. Serve as an ex-officio member of all special and standing committees.
5. Initiate official correspondence as authorized by SUCSAC

**Section III. Powers and Duties of the Vice Chair**

The Vice Chair shall:

1. Assist the Chair and, in the absence of the Chair, shall have all the powers and duties of the Chair.
2. Serve as Chair of the Executive Committee.

**Section IV. Powers and Duties of the Chair Pro Tempore**

A Chair pro tempore shall be elected to preside in the absence of both the Chair and Vice Chair by members present at a SUCSAC meeting.

**Section V. Powers and Duties of the Secretary**

The Secretary shall:

1. Enter in the proper records all resolutions and proceedings of SUCSAC meetings.
2. Prepare all official correspondence, issue all notices of meetings as directed by the Chair, and perform all duties pertaining to the office of the Secretary.
3. Keep the official roll of members and the attendance record at the meetings.
4. Submit all public records of SUCSAC to the SUCSS Office to retain in accordance with its retention policy.

**Section VI. *Powers and Duties of the Parliamentarian***

The Parliamentarian shall:

1. Ensure that meetings of the SUCSAC, the Executive Committee, and the Election Committee are conducted in accordance with parliamentary rules and procedures.
2. Ascertain that actions and determinations of these committees are in accordance with the Constitution and Bylaws.
3. Recommend amendments to the Constitution and Bylaws as necessitated by the actions and determinations of the membership and as may be required by other external governing factors.
4. Serve as Chair of the Election Committee.

**ARTICLE IV. STANDING COMMITTEES**

**Section I. *Election of Standing Committee Members***

The standing committees shall be established by SUCSAC action, and their members shall be elected from the membership. The election of standing committee members shall be conducted annually and shall be placed on the

agenda for the first meeting of each calendar year. Procedures for the election will be the same as provided for the election of officers of SUCSAC as provided in Section I of Article III of the Bylaws.

**Section II. *Membership of Standing Committees***

The Vice Chair of SUCSAC shall serve as Chair of the Executive Committee. The Parliamentarian shall serve as Chair of the Election Committee. These two standing committees shall each elect a Secretary from their membership. All other standing committees shall elect a Chair and Secretary from its membership. Each Chair and Secretary shall retain full voting privileges.

**Section III. *Power to Call a Standing Committee Meeting***

All standing committees shall be subject to the call of their respective Chair.

**Section IV. *The Executive Committee***

The Executive Committee shall be a standing committee elected by the members of SUCSAC. Membership shall consist of seven members, one of whom is the Vice Chair of SUCSAC. The membership shall be elected at large to include no more than three representatives from any one university or agency. The Executive Committee shall consider and report on matters referred to it by SUCSAC and make recommendations for action by SUCSAC. In an emergency, on direction of the Chair of SUCSAC, the Executive Committee may act on behalf of SUCSAC.

**Section V. *The Legislative Committee***

The Legislative Committee shall be a standing committee. Membership shall consist of at least four members; one each from the University of Illinois and Southern Illinois University, and the others from the remaining members to be elected by SUCSAC. Attendance at meetings of this committee, as well as at legislative sessions and/or legislative committee hearings shall be granted by the employer, when such attendance has been previously approved by the Chair of the Merit Board and/or the Executive Director of SUCSS. Expenses for such travel, lodging, and food will be honored by the SUCSS Office, within limitations imposed by the Merit Board and by State of Illinois travel protocols.

**Section VI.     *The Election Committee***

The Election Committee shall be a standing committee. Membership shall consist of the Parliamentarian (Chair), Chair and Secretary of SUCSAC, Chair and Secretary of the Executive Committee. The Election Committee establishes election schedules, ascertains that election rules are followed, and rules on election protests.

**ARTICLE V.     SPECIAL COMMITTEES**

**Section I.     *Appointment of Special Committees***

Special committees and their chair shall be appointed by the SUCSAC Chair from the membership, subject to the approval of the members. Each special committee shall elect a Secretary from its membership. Each Chair and Secretary shall retain full voting privileges.

**Section II.    *Power to Call a Special Committee Meeting***

All special committees shall be subject to call by their respective Chair.

**ARTICLE VI. OPERATING PROCEDURES**

**Section I.     *Quorum and Voting Procedures***

1. All quorum and voting procedures of SUCSAC shall be held in accordance with the Open Meetings Act (5 ILCS 120/1 *et seq.*),
2. A simple majority shall constitute a quorum.
3. A quorum must be physically present at the meeting location of an open or closed meeting.
4. A physical presence of a quorum must be established by counting those SUCSAC members physically present at the location of the open meeting.

5. A majority vote of the members of SUCSAC present, provided there is a physical quorum, shall be required to approve any action except a motion to amend, alter, annul, or suspend the Constitution and Bylaws which shall be in accordance with Article VIII of the Bylaws. A simple majority of the membership of each standing and special committee shall constitute a quorum.
6. The Chair shall be counted in determining the presence of a physical quorum and the existence of a majority vote.
7. Votes shall not be cast by proxy or in any other form except by direct personal participation.
8. Every motion or resolution adopted by SUCSAC shall be by determining the ayes and nays. A roll call vote shall be taken on any motion or resolution involving an action item. Every motion or resolution involving an action item shall be seconded. Other votes may be taken by voice vote unless a member of SUCSAC requests the matter to be voted on by call of the roll.

***Section II Rules of Order***

Meetings of SUCSAC shall be conducted in accordance with the Bylaws stated herein, controlling statutes, regulations and laws. In the absence of the above mentioned, meetings shall be conducted in accordance with the current edition of Robert's Rules of Order, as interpreted and applied by the Chair and Parliamentarian.

***Section III. Order of Business***

The agenda of regular meetings of SUCSAC may include, but not be limited to, the following: introduction of guests; call to order and roll call; approval of minutes; informational items such as reports of the chair of the Committee and standing/special committees, report of the Executive Director of SUCSS, report of the DER of the host campus; election update; SURS update; recommended hearing officers; public comments; items for action; and other items as presented. The order of business shall be determined during the preparation of the agenda for each meeting.



***Section IV. Appearances before SUCSAC***

The following guidelines will govern personal appearances before SUCSAC:

1. Individuals or group representatives wishing to appear before SUCSAC shall file a written request with the Chair of SUCSAC at least 72 hours before the appropriate meeting. The written request shall include:
  - a. name of individual that will speak before SUCSAC;
  - b. business or residential address;
  - c. relationship to SUCSS;
  - d. topic which the individual wishes to present to SUCSAC; and
  - e. statement of position, relevant facts and any other appropriate written material.
2. The Chair of SUCSAC will notify the individual making the request of his/her decision to allow or deny the request to appear prior to the appropriate meeting.
3. The total time allotted for public comments per SUCSAC meeting shall be thirty minutes. The time allotted to any individual speaker shall be five minutes. When numerous individuals wish to address the same issue, time will be limited to fifteen minutes for the subject area. In case of numerous requests to address the same item, the Chair may select representatives to speak on each perspective relevant to the item. When the number of requests to speak before SUCSAC exceed the allotted time, the Chair of SUCSAC will approve requests based on date of request and relevancy of topic to SUCSAC's agenda. The Chair, with majority consent of the members of SUCSAC, shall be empowered to change or extend the time limitation for public comment.
4. Personnel decisions, collective bargaining issues, specific grievances, discharge and demotion cases, and issues related to litigation, shall not constitute appropriate matters to speak upon before SUCSAC. The Chair of SUCSAC shall determine any questions of appropriateness and relevancy. Interruptions or other interference with the orderly conduct of SUCSAC business shall not be allowed. Remarks by any person addressing SUCSAC that reflect adversely upon the racial, religious, economic, or political views

of any person, or the character or motives of any person, shall not be allowed and shall be considered out of order.

5. SUCSAC may not vote on an item or issue raised by a speaker that is not part of the scheduled agenda. The Chair may refer any matter or issue raised by a speaker to the Executive Committee or the Executive Director, SUCSS, for study and/or recommendation. If appropriate, the matter may be considered at a future meeting.
6. The Chair may refer any person or group requesting to speak before SUCSAC to the Executive Director of SUCSS.

## **ARTICLE VII. MEETINGS**

### ***Section I. Open Meetings Act***

All regular, special and emergency meetings of SUCSAC shall be held open to the public and in accordance with the Open Meetings Act, unless SUCSAC takes special action to go into closed session.

### ***Section II. Location of Meetings***

Meetings shall be held at a university or agency as designated at the last meeting of the calendar year.

### ***Section III. Regular Meetings***

1. SUCSAC shall meet at least quarterly. The quarterly meetings shall be held in January, April, July, and October of each calendar year. The January meeting shall be designated as the annual meeting.
2. At the last meeting in the calendar year, SUCSAC shall determine the meeting dates and location for the next calendar year.
3. At the beginning of each calendar year, SUCSAC shall have prepared and made available a schedule of all its regular meetings for that calendar year, listing the dates, times and places of the meetings. Public notice shall be

given by posting the schedule outside of the SUCSS Office and on the SUCSS Website. The schedule of all regular meetings for that calendar year shall remain on the SUCSS Website until all of the regular meetings have been concluded and a new public notice of a schedule of all public meetings is approved and posted. Also, notice shall be given to any news medium which has filed an annual request for notice (5 ILCS 120/2.02(a) and (b)).

4. An agenda for each regular meeting shall be posted 48 hours in advance of each meeting outside of the SUCSS Office and on the SUCSS Website. The agenda of a regular meeting shall remain posted on the SUCSS Website until the regular meeting is concluded (5 ILCS 120/2.02(a)).
5. Within 20 days before the date of a regular meeting, SUCSAC members shall be given a written or electronic notice containing the date, time and place of the meeting, the agenda, and any other related material. The notice shall be sent to each member of SUCSAC at the address provided by the member and to the SUCSS Office.

***Section IV. Rescheduled and Reconvened Meetings***

1. Notice of a rescheduled or reconvened meeting shall be given at least 48 hours in advance of the meeting listing the date, time and place of the meeting. The agenda of the rescheduled or reconvened meeting shall be included in the notice. Public notice shall be given by posting a copy of the notice outside of the SUCSS Office and on the SUCSS Website. Notice of a rescheduled or reconvened meeting shall remain posted on the SUCSS Website until the rescheduled or reconvened meeting is concluded. Also, notice shall be given to any news medium which has filed an annual request for notice.
2. Notice of a reconvened meeting shall not be required if:
  - a. the meeting was open to the public and reconvened within 24 hours;  
or
  - b. the reconvened meeting was announced at the original meeting open to the public and there was no change in the agenda (5 ILCS 120/2.02(a) and (b)).

**Section V. Special and Emergency Meetings**

1. Upon the call of the Chair of SUCSAC or upon the request of one-third of SUCSAC members, a special meeting may be held to conduct SUCSAC business.
2. Notice of a special meeting shall be given at least 48 hours before such meeting. The agenda of the special meeting shall be included with the public notice. The written notice shall include the date, time, place and purpose of the special meeting. Public notice shall be given by posting a copy of the notice outside of the SUCSS Office and on the SUCSS Website. Notice of a special meeting shall remain posted on the SUCSS Website until the special meeting is concluded. Also, notice shall be given to any news medium which has filed an annual request for notice (5 ILCS 120/2.02(a) and (b)).
3. During special meetings, SUCSAC shall consider only those matters on the agenda for the special meeting (5 ILCS 120/2.02(a)).
4. Emergency meetings may be held in the event of a *bona fide* emergency. Notice of an emergency meeting shall be given as soon as is practical. The written notice shall include the date, time, place and purpose of the emergency meeting. Public notice shall be given by posting a copy of the notice outside of the SUCSS Office and on the SUCSS Website. Notice of an emergency meeting shall remain posted on the SUCSS Website until the emergency meeting is concluded. Also, notice shall be given to any news medium which has filed an annual request for notice (5 ILCS 120/2.02(a) and (b)).
5. During emergency meetings, SUCSAC shall consider only those matters directly related to the purpose of calling the emergency meeting (5 ILCS 120/2.02(a)).

**Section VI. Closed Meetings**

1. In accordance with section 2(c) of the Open Meetings Act (5 ILCS 120/2(c)), closed meetings may be held by SUCSAC to consider the following matters:

- a. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of SUCSAC, or legal counsel for SUCSAC, including hearing testimony on a complaint lodged against an employee of SUCSAC or against legal counsel for SUCSAC to determine its validity (5 ILCS 120/2(c)(1)).
  - b. Collective negotiating matters between SUCSAC and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees (5 ILCS 120/2(c)(2)).
  - c. Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property (5 ILCS 120/2(c)(8)).
  - d. Litigation, when an action against, affecting or on behalf of SUCSAC has been filed and is pending before a court or administrative tribunal, or when SUCSAC finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting (5 ILCS 120/2(c)(11)).
  - e. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which SUCSAC is a member (5 ILCS 120/2(c)(16)).
  - f. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by SUCSAC of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Open Meetings Act (5 ILCS 120/2(c)(21)).
  - g. Any other matters expressly authorized or required by State statute.
2. SUCSAC may close a meeting, or portion thereof, in accordance with section 2(c) of the Open Meetings Act (5ILCS 120/2(c)). Accordingly, a meeting may be closed, or a closed meeting held at a specified date, upon presentation of a motion by a member of SUCSAC at an open meeting for which notice has been given and passed by a majority vote of the members present. The motion to close a meeting, or a portion thereof, shall cite the exception to the requirement of an open meeting listed in section 2(c) of the Open Meetings Act (5 ILCS 120/2(c)). The vote of each member shall be taken by roll call, shall be publicly disclosed, and shall be recorded and entered into the minutes. A single vote may be taken with respect to a

series of closed meetings as long as each meeting in the series involves the same particular matter and is scheduled to be held within three months of the vote (5 ILCS 120/2a).

3. Additional notice shall not be required prior to holding a closed meeting when such a meeting is part of an open meeting for which proper notice was given (5 ILCS 120/2a).
4. Discussion in a closed meeting shall be limited to the matter covered by the exception specified in the vote to close the meeting (5 ILCS 120/2a).
5. SUCSAC shall not take any final action in a closed meeting. Final action shall be taken at an open meeting and preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted (5 ILCS 120/2(e)).

**Section VII. Minutes**

1. A record shall be taken at regular, special, emergency and closed meetings and shall include, at least, the date, time and place of the meeting; the members as present or absent and a summary of the discussion on all matters proposed, deliberated or decided, and a record of any votes taken (5 ILCS 120/2.06).
2. The Secretary for SUCSAC shall take and record the roll of members present at all regular, special, emergency and closed meetings; record the minutes of these meetings; record the votes for all motions for which roll call is taken; and perform such duties as assigned.
3. The minutes shall be prepared and submitted in draft form to the members of SUCSAC in advance of the SUCSAC meeting at which the minutes shall be reviewed. All minutes shall be approved by action of SUCSAC and signed by the Chair and Secretary for SUCSAC.
4. Minutes of an open meeting shall be made available for public inspection within seven days of the Committee's approval. Also, minutes of an open meeting shall be posted on the SUCSS Website within seven days of the

Committee's approval and shall remain posted for at least 60 days after their initial posting (5 ILCS 120/2.06(b)).

5. A verbatim record in the form of an audio or video recording shall be made of all closed meetings (5 ILCS 120/2.06 (a)).
6. Closed meeting recordings may be destroyed after 18 months if SUCSAC approves:
  - a. the closed meeting minutes of that meeting; and
  - b. the destruction of the particular recording (5 ILCS 120/2.06(c)).
7. Minutes and recordings of closed meetings shall be made available for public inspection only after a determination that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential. SUCSAC shall review closed meeting minutes every six months to determine whether a need for confidentiality exists with regard to all or part of the minutes. Such determination shall be made and reported in an open meeting (5 ILCS 120/2.06(c)).

**ARTICLE VIII. AMENDMENT, SUSPENSION AND REPEAL OF BYLAWS**

The Constitution and Bylaws may be amended, suspended, or repealed at any regular meeting of SUCSAC by two-thirds (2/3) vote of the members present; provided that the proposal has been presented at a previous meeting of SUCSAC. Presentation at a previous meeting may be waived by two-thirds (2/3) vote of the members present at a meeting at which the proposal is presented. The Constitution and Bylaws are intended to be supplemental to the applicable statutes and not in conflict.

**ARTICLE IX. DEFINITIONS**

Merit Board.....The State University Civil Service System Merit Board.

SUCSAC.....The State Universities Civil Service Advisory Committee to the Merit Board

**BYLAWS OF THE STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE TO THE MERIT BOARD**

---

---

Constitution and Bylaws .....The Constitution and Bylaws of the State Universities Civil Service Advisory Committee to the Merit Board.

DER .....Designated Employer Representative of the university or agency

Executive Director .....Executive Director of the State Universities Civil Service System

SUCSS .....State Universities Civil Service System