

**A/P STAFF COUNCIL**  
**Operating Paper Committee**

**Proposed Change to Operating Papers**  
**January 16, 2008**

[new wording underlined; deleted wording crossed out]

**Operating Paper of the A/P Staff Council**

- I. The Administrative/Professional Staff
  - A. Membership

The membership shall consist of those ~~persons~~ administrative/professional staff of Southern Illinois University Carbondale who are in positions covered by the "Title and Classification Guidelines for Research Personnel." All positions exempted under Section 36.e.3 of the State Universities Civil Service Act shall also be considered administrative/professional staff except those which are a) responsible for the administration of an academic division or unit and b) required to hold a tenured or tenure-track cross-appointment in an academic department. An "academic department" is defined as a department which generates credit hours.
  - B. Constituency Meeting
    - 6. Voting Procedures. Voting on matters brought before the constituency may be by voice vote, standing vote, secret ballot, or ballot mailed either by paper or electronically to the constituency.
- II. The Administrative/Professional Staff Council
  - C. Election of Membership
    - 4. Election Procedures
      - e. The candidate with the greatest number of votes shall be declared the sector representative. In case of a tie, a runoff election shall be conducted by ~~mail~~ paper or electronic ballot consistent with current election procedures. No write-in votes shall be permitted during the run-off election.
  - E. Committees
    - 1. Executive Committee
      - a. Membership. The chair, vice chair, and secretary shall constitute the Executive Committee. The immediate past chair ~~shall be a~~, if a continuing Council member, may serve as an advisory, non-voting member of the Executive Committee. At the discretion of the chair, the Executive Committee may be expanded to include any member of the Administrative/Professional Staff Council.
    - 2. Administrative Professional Standing Committees
      - e. Constituency Relations Committee
        - ~~4. The Committee shall publish the Guidelines for the Outstanding Administrative/ Professional Staff Member.~~
        - ~~5. The Committee shall review the nominations and bring a final slate of nominees to the Council for approval.~~
        - ~~6. The Committee shall select the outstanding service award recipient. The name shall remain confidential until an official announcement is made by the committee.~~
        - 4. The Committee shall participate in and promote the Excellence Through Commitment Awards Program.
        - 5. The Committee shall serve as members of the Excellence Through Commitment Awards selection committee.
        - 6. The Committee shall recognize all AP/Staff nominees and award winners after the campus wide recognition.