

## ACADEMIC STAFF ASSEMBLY BYLAWS

December 1, 1987

### ARTICLE I - NAME AND OBJECT

### ARTICLE II - THE ASSEMBLY

- Section 1. Membership
- Section 2. Voting Privilege
- Section 3. Election Processes
- Section 4. Organization of the Assembly
- Section 5. Responsibility of the Assembly to the ASEC

### ARTICLE III - MEETINGS

- Section 1. Meeting Notification
- Section 2. Regular Meetings
- Section 3. Place of Meeting
- Section 4. Special Meetings
- Section 5. Quorum
- Section 6. Parliamentary
- Section 7. Agenda
- Section 8. Order of Business
- Section 9. Question Period
- Section 10. Attendance
- Section 11. Participation Privileges
- Section 12. Reconsideration
- Section 13. Vote Counts
- Section 14. Closing Debate

### ARTICLE IV - THE ACADEMIC STAFF EXECUTIVE COMMITTEE (ASEC)

- Section 1. General Responsibilities
- Section 2. Specific Responsibilities
- Section 3. Committee Size
- Section 4. Terms of Office
- Section 5. Membership
- Section 6. Election Processes

### ARTICLE V - COMMITTEES

- Section 1. The Nominating Committee
- Section 2. Other Committees
- Section 3. Consultants
- Section 4. Committee Reports

### ARTICLE VI - PARLIAMENTARY AUTHORITY

### ARTICLE VII - BYLAWS CHANGES

### ARTICLE VIII - STRUCTURAL CHANGES

- Section 1. Definition of Structure
- Section 2. Requirements for Making Structural Changes

### PROVISOS

## ACADEMIC STAFF ASSEMBLY BYLAWS

The authority of the academic staff is delegated to the Academic Staff Assembly. The Academic Staff Executive Committee (ASEC) is empowered to implement the policies of the ASA in meeting the requirements of *Wis. Stats. 36.09 (4m)*. The ASEC shall report its activities directly to the Academic Staff Assembly and shall seek advice, consent, or ratification of its actions, as necessary or proper, from the Academic Staff Assembly. The ASEC may communicate directly with the academic staff in the performance of its duties. The Assembly shall retain authority to review and, by majority vote, to modify or rescind any action taken by the ASEC.

### ARTICLE I - NAME AND OBJECT

The academic staff, under provisions of *Wis. Stats. 36.09(4m)* shall be active participants in the immediate governance of the University of Wisconsin-Madison subject to the responsibilities and powers of the Chancellor and the faculty and other provisions of *s. 36.09(4m)*. In accordance with *s. 36.09(4m)*, an *Academic Staff Assembly* is hereby created to represent the academic staff in the governance of and policy development for the institution.

### ARTICLE II - THE ASSEMBLY

**Section 1.** *The members of the Assembly shall be:*

- A. Representatives elected under Article II. Section 3. of these bylaws.
- B. Academic Staff Executive Committee (ASEC) members, elected under Article IV. Section 6. of these bylaws, ex officio.
- C. The Chancellor and the Vice Chancellor for Academic Affairs, ex officio.

**Section 2.** *Voting.*

Voting members shall be those referred to in Article II. Sections 1.A. and 1.B. above.

**Section 3.** *Election Processes.*

**A.** *Districts/Representatives.*

1. Any member of the academic staff holding a salaried appointment shall be eligible to serve in the Assembly. Every member of the academic staff shall be a member of one, and only one, district for the purpose of electing representatives to the Assembly. Each individual in a district will have one vote.
2. Districts will be structured to recognize the diversity of professional interests within the academic staff. Criteria for districting will be determined by the Assembly. The ASEC will be responsible for organizing districts as per Article IV, Section 2.C. below. Districts will range in size within the boundaries of 35 to 75 members per district, according to guidelines established by the Assembly.
3. In making district assignments for persons with multiple appointments, the first priority is given to the percentage of appointment and the second priority to the lowest UDDS (Unit- Division- Department- Subdepartment) code of the appointment. In the event of equal percentage of appointments, the lowest code governs the assignment.
4. Eligibility questions will be resolved by the ASEC.

**B. Nominations.**

Any member of the academic staff may nominate an interested eligible member from her/his district for election to the Assembly. Nominations will be accepted by the ASEC/ Secretary of the Academic Staff in March of a district's election year.

**C. Elections.**

1. If the nominating procedure results in more than two nominees for a district, a primary election will be held not later than April 15. Voting will be by secret ballot, by district, and with only those persons belonging to the district being permitted to vote. The two candidates receiving the largest number of votes will be the final candidates.
2. The final election for district representation will be held not later than May 15. Voting will be by secret ballot, by district, with only those persons belonging to the district being permitted to vote. A majority of those voting will be sufficient to elect the representative for that district.
3. The ASEC, the Vice Chancellor for Academic Affairs (or designee), and the Secretary of the Academic Staff shall ensure fair and impartial elections, shall certify the validity of all ballots, and shall tabulate and announce the election results no later than 96 hours after the deadline for the return of ballots.

**D. Terms of Office.**

Representatives will serve two year terms, except as noted in Article II. Section 3. F. below, with one-half of the Assembly elected annually. The Assembly terms are from July 1 to June 30. There shall be no limit on the number of consecutive terms a representative may serve.

**E. Alternates.**

1. An alternate from the district shall be designated by each representative. The names of alternates should be reported to the ASEC/ Secretary of the Academic Staff as soon as practicable following each election.
2. An alternate's name must be recorded on the official membership/alternates listing in the Office of the Secretary of the Academic Staff prior to any participation by the alternate in any Assembly meetings.
3. Alternates shall attend Assembly meetings in the absence of elected representatives. When representing her/his district the alternate has the same rights and responsibilities as the elected representative. The elected representative, whenever possible, is responsible for notifying the alternate that her/his attendance will be required, and should also notify the ASEC/ Secretary of the Academic Staff that the alternate will be in attendance as the district's official representative.

**F. Vacancies.**

1. The office of the Representative shall become vacant on incapacity, recall, or resignation, or upon the absence of the Representative from four regular meetings of the Assembly annually without the authorization of the ASEC.
2. When a representative becomes ineligible to serve or has resigned from office, the alternate will become the official Representative for the remainder of that year of office and will notify the ASEC/ Secretary of the Academic Staff of his/her alternate. A representative will be elected during the next Assembly election period. If this election is not during the regular election year for that district, the newly elected Representative will serve only until the next regular election for that district.

**G. *Recalling Representatives.***

1. A recall vote will be held upon petition by twenty-five percent (25%) of a district's members. The petition will be submitted to the ASEC/ Secretary of the Academic Staff and a recall election will be held within four weeks from the date the petition is received. If a majority of those voting choose to recall their representative, the procedures in Article II. Section 3. F. above will be followed.
2. The ASEC, the Vice Chancellor for Academic Affairs (or designee) and the Secretary of the Academic Staff shall ensure fair and impartial elections, shall certify the validity of all ballots, and shall tabulate and announce the election results no later than 96 hours after the deadline for the return of ballots.

**Section 4. *Organization of the Assembly.***

**A. *Presiding Officer.***

The Chancellor is the presiding officer at meetings of the Assembly. If the Chancellor is not present, the Vice Chancellor for Academic Affairs presides. If neither is present, the Chair of the ASEC or her/his designee will preside.

**B. *Secretary of the Assembly.***

The Secretary of the Academic Staff shall serve as Secretary of the Assembly.

**Section 5. *Responsibility of the Assembly to ASEC.***

**A. *Election Responsibilities.***

The Assembly or a designated committee of the Assembly, in conjunction with the Vice Chancellor for Academic Affairs (or designee) and the Secretary of the Academic Staff, shall ensure fair and impartial elections of members of the ASEC, shall certify the validity of all ballots, and shall tabulate and announce the results no later than 96 hours after the deadline for the return of ballots.

**B. *Other.*** The Assembly has the responsibility to the ASEC to initiate discussion and debate on policies, procedures and other issues affecting the academic staff, and to advise the ASEC of the formal positions of the Assembly. The Assembly and its designated committees shall make every effort to include and involve the ASEC in ongoing discussions.

**ARTICLE III - MEETINGS**

**Section 1. *Meeting notification.***

As specified by Wisconsin State Statutes, meeting notification and the agenda will be posted. Posting sites will include Bascom Hall, area libraries and other locations as designated by the ASEC to insure board notification.

**Section 2. *Regular meetings.***

The Assembly will hold regular meetings at 3:30 p.m. on the third Tuesday of each month during the academic year. If the third Tuesday of the month falls on a legal holiday, the meeting is held on the first subsequent Tuesday that is not a legal holiday. The announced day, time and place of the meeting may be changed at the discretion of the Chancellor with consent of the ASEC. Regular meetings may be cancelled by the Chancellor with consent of the ASEC if there is no significant business to be transacted.

**Section 3. *Place of meeting.***

The Assembly shall meet in a room designated annually, unless some other place is specified in the notice of the meeting.

**Section 4. *Special meetings.***

Special meetings of the Assembly shall be held at the call of the Chancellor or the ASEC, by written petition to the ASEC by 15 Assembly Representatives, or upon written petition to the ASEC by at least 100 members of the academic staff holding a salaried appointment at UW-Madison. Notice of a special meeting shall be sent to each representative so as to be received at her/his office at least 24 hours prior to the meeting.

**Section 5. *Quorum.***

A Quorum is a majority of elected representatives.

**Section 6. *Parliamentarian.***

The Secretary of the Academic Staff will provide a parliamentarian for the Assembly.

**Section 7. *Agenda.***

**A. *Preparation.***

The ASEC and the Secretary of the Academic Staff in conjunction with the Chancellor, shall prepare the agenda for meetings of the Assembly.

**B. *Distribution.***

The Secretary of the Academic Staff will distribute copies of the notice of every regular or special meeting of the Assembly to all members of the Academic Staff Assembly and their alternates, the University Committee Chair, the Wisconsin Student Association Office, and the Secretary of the Faculty. For regular meetings the notice, the meeting agenda and related documents, including the text of any proposed Assembly legislation, will be sent to all Representatives, their alternates, ASEC members, and the Chancellor at least seven days before the meeting.

**C. *Additions to Agenda.***

1. Items for consideration will be added to the agenda upon written request of any representative or on written request of any 15 members of the academic staff having a salaried appointment at UW-Madison. The deadline for submitting such requests to the ASEC shall be ten working days prior to the Assembly meeting.
2. Items may be added to the agenda during a regular meeting of the Assembly with a two-thirds vote of representatives attending and voting.

**Section 8. *Order of Business.***

- A. Call to order
- B. Approval of the Minutes
- C. Announcements
- D. Question Period
- E. Reports/Proposals by the ASEC or Committees
- F. Agenda Items

**Section 9. *Question Period.***

**A. *Questions for the Chancellor.***

1. Representatives and other members of the academic staff may address questions to the Chancellor.
2. The ASEC Chair (or designee) shall preside during the questions to the Chancellor, and the amount of time will vary at the discretion of the ASEC Chair.

**B. *Questions for the ASEC Chair.***

All members of the University community may submit questions for the ASEC Chair.

**C. Filing of Questions.**

Assembly Representatives, other members of the academic staff, members of the University Committee, and other members of the University community (i.e., faculty, classified staff and students) may file questions with the ASEC at least three working days prior to the Assembly meeting. Only members of the academic staff may submit questions for the Chancellor.

**D. Order of Questions.**

Questions shall be listed in order of their delivery to the ASEC, with questions from the academic staff given priority. A document containing these questions shall be available for each member of the Assembly at the beginning of the meeting.

**E. Supplementary Questions.**

Any member of the Assembly may ask supplementary questions arising out of the reply of the Chancellor or the ASEC chair to the principal question, but it shall be the duty of the presiding officer to prevent the presentation of supplementary questions from becoming a debate.

**F. Questions from the Floor.**

Time permitting, the presiding officer may allow questions from the floor by Assembly Representatives.

**Section 10. Attendance.**

The Secretary of the Academic Staff shall be responsible for taking attendance.

**Section 11. Participation Privileges.**

**A. Speaking.**

Any member of the University community (UW-Madison academic staff, faculty, classified staff and students) may speak at Assembly meetings upon recognition by the presiding officer.

**B. Motions.**

Only elected Assembly Representatives (or the alternate in a representative's absence) and ASEC members may offer motions, second motions, or vote in meetings of the Assembly.

**C. Limits.**

1. At the discretion of the presiding officer, a speaker who is not an elected representative (or the alternate in a representative's absence) to the Assembly may be asked to sum up or finish speaking within a specified period of time.
2. The Assembly may choose to limit discussion of a particular agenda item to representatives (or their alternates if representatives are absent) only, academic staff only, academic staff and faculty only, etc. Such limitations shall require a majority vote of representatives present and voting

**Section 12. Reconsideration.**

**A. Requirements.**

1. A motion to reconsider a matter already voted upon can only be made by someone who voted on the prevailing side on the original vote or as indicated in Article III, Section 12. A. 2., below.
2. Upon a majority vote in the Assembly, or upon petition by 50 members of the academic staff, the Assembly shall reconsider action it has taken.

**B. Time Limits.**

On matters having time constraints, for example, the need to forward a response to another group by a set date, the motion or petition to reconsider must be timely. Other matters must be brought up not later than the next regular meeting.

**Section 13. Vote counts.**

Votes will normally be taken as voice votes or by a show-of-hands. When voting is by a show-of-hands the ASEC and the Secretary of the Academic Staff shall be responsible for verification. Individual voice (roll-calls) or written ballots may be required on any vote when requested by 15 or more representatives.

**Section 14. Closing debate.**

Debate may be closed by a two-thirds vote of Representatives present and voting.

**ARTICLE IV - THE ACADEMIC STAFF EXECUTIVE COMMITTEE (ASEC)**

**Section 1. General Responsibilities.**

**A. Administrative.**

The Academic Staff Executive Committee is the administrative executive committee of the academic staff and the Assembly. It will provide administrative support to the Assembly. This support includes, but is not limited to, providing the Assembly with necessary information, coordinating and initiating meetings and meeting agenda, transmitting recommendations and decisions of the Assembly to the appropriate office, and implementing the policies of the Assembly in ensuring the role of academic staff in governance as stated in s. 36.09 (4m).

**B. Day-to-Day.**

The ASEC is empowered to carry on the day-to-day activities not otherwise delegated and as defined below as necessary to implement s 36.09 (4m).

**C. Policy Referral.**

The ASEC is responsible for referring to the Assembly issues of policy development or change.

**D. Reporting.**

The ASEC must report all its activities to the Assembly in a timely manner, either at the next meeting of the Assembly or in writing. The ASEC's activities are subject to review by the Assembly.

**E. Communication with Academic Staff.**

The ASEC may communicate directly with the academic staff in order to carry out its duties.

**Section 2. Specific Responsibilities.**

**A. Day-to-Day Activities.**

The ASEC and its chair are empowered to carry on the day-to-day activities which are necessary to implement s. 36.09 (4m) and which are not otherwise delegated. Day-to-day activities include but are not limited to submitting names for appointment to campus committees, representing the position of the Assembly or the academic staff, handling matters of urgency by mail or telephone, and responding to requests for information by the UW administration. All of these activities must be reported to the Assembly as indicated above.

**B. Assembly Meetings.**

The ASEC and its chair have specific responsibilities in the preparation for and progress of Assembly meetings. These responsibilities are given in Articles II and III.

**C. Districting.**

1. The ASEC will organize districts in accordance with criteria approved by the Assembly and make initial assignments of academic staff to each district. Thereafter the ASEC will monitor districts and assignments to ensure that newly hired or transferred academic staff are appropriately assigned to districts. The district composition will be reviewed by the ASEC and reported to the Assembly prior to beginning each election process. This will ensure that the representational needs of the academic staff, according to Assembly approved criteria, continue to be met.
2. In making district assignments for persons with multiple appointments, the first priority is given to the percentage of appointment and the second to the lowest UDDS (Unit/ Division/ Department/ Subdepartment) code of the appointment. In the event of equal percentages of appointments, the lowest UDDS code governs the assignments.
3. Individuals or groups presenting a reasonable basis for assignment to a different district, or to a new district may appeal to the ASEC for reassignment. The ASEC, while adhering to the basic districting criteria approved by the Assembly, will give every consideration to possible district changes for individuals or groups.
4. A list of districts with assigned organizational/ professional units and/or position titles shall be available from the ASEC/ Secretary of the Academic Staff.

**D. Elections.**

The ASEC, the Vice Chancellor for Academic Affairs (or designee) and the Secretary of the Academic Staff shall ensure fair and impartial elections of Assembly Representatives; shall certify the validity of all ballots; and shall tabulate and announce the results no later than 96 hours after the deadline for the return of ballots.

**E. Chair and Vice-Chair.**

ASEC members will select their chair and vice-chair by majority vote.

**F. Additional Responsibilities.**

The ASEC will be given responsibilities in addition to those indicated above, below and in ARTICLES II and III as the Assembly continues its deliberations.

**G.** The most current edition of *Robert's Rules of Order, Newly Revised* will govern meetings of the ASEC in all cases to which they are applicable and in which they are not inconsistent with any bylaws or special rules of order the ASEC may adopt.

**Section 3. Committee Size.**

The ASEC shall consist of nine members.

**Section 4. Terms of Office.**

**A.** The ASEC terms will run from July 1 to June 30. ASEC members will serve three-year terms with one-third of the committee elected annually.

**B.** Membership on the ASEC is limited to two consecutive three year terms. Eligibility for election to the ASEC is reinstate one year after a member vacates her/his seat on the committee.



**Section 5. Membership.**

**A. Eligibility.**

Any member of the academic staff holding a salaried appointment shall be eligible to serve on the ASEC providing s/he is not excluded under Article IV, Section 5, B below.

**B. Exclusions.**

1. Not more than two of the nine members of the ASEC may be from the same Assembly district, and not more than three can be from the same college, school, or division.
2. ASEC members will be ex-officio voting members of the Assembly and may not concurrently serve as representatives of Assembly districts.
3. Members of the Nominating Committee may not also be candidates for the ASEC.

**Section 6. Election Processes.**

**A. Election at Large.** The ASEC shall be elected by the academic staff, from the academic staff at large, as prescribed below.

**B. Slate.**

1. *By Nominating Committee.* The Nominating Committee shall prepare a slate of nominees for the ASEC to be reported to the Assembly not later than the November Assembly meeting each year. The total number of nominees shall be at least double the number of vacancies.
2. *Additional Nominees.* Additional nominees may be added by a petition signed by at least 10 Assembly Representatives, or 50 members of the academic staff. The petition must be submitted to the Secretary of the Academic Staff within 20 working days after the Assembly meeting at which the initial slate is presented.

**C. Timing.**

ASEC members will be elected not later than February 28 each year and prior to the call for nominations for Assembly districts.

**D. Elections.**

1. Election shall be by secret ballot. Those candidates receiving the most votes from those submitting legal ballots shall be sufficient for election providing the provisions of Article IV, Section 5, B, above are met. If one of the top candidates is ineligible, the next eligible candidate with the most votes will be elected.
2. The Assembly (or designee), the Vice Chancellor for Academic Affairs (or designee) and the Secretary of the Academic Staff shall ensure fair and impartial elections; shall certify the validity of all ballots; and shall tabulate and announce election results not later than 96 hours after the deadline for the return of ballots.

**E. Vacancies.**

1. The office of an ASEC member shall become vacant on incapacity, recall, resignation, or an absence without approval from the ASEC chair or vice-chair from four regular meetings of the ASEC annually.
2. To fill a vacated ASEC seat, the Nominating Committee will recommend one or two names to the Assembly. If one nominee, a majority vote is required; if two nominees, the one receiving more votes shall become the ASEC member. The seat will be up for election at the next ASEC election, regardless of whether that seat would normally be up for election that year. The person elected would then serve until the next regular election for that seat.

**F. Recall.**

Recall proceedings against an ASEC member may be initiated by petition from 100 academic staff members. The petition will be submitted to the Chancellor with a copy to the Secretary of the Academic Staff. Within four weeks from the date of receipt of the petition, a special election will be held to determine whether or not the academic staff at large wishes to recall the ASEC member. If a majority vote for recall, that ASEC seat shall be filled as in Article IV. Section 6. E.2. above. If the next election is not the regular time for that ASEC seat, the person elected will serve until the next regular election for that seat.

**ARTICLE V - COMMITTEES**

**Section 1. *The Nominating Committee.***

**A. *Responsibilities.***

1. The Nominating Committee is charged with nominating members of the academic staff for election to the Academic Staff Executive Committee and for election and/or appointment to appropriate UW-Madison committees.
2. The Nominating Committee will make recommendations to the ASEC when asked to recommend academic staff for university committee assignments. The ASEC will choose from the list submitted by the Nominating Committee and will notify the Chair of the Nominating Committee of the appointment by sending a copy of the letter being sent to the appointing body.
3. After each election, Nominating Committee members shall select their chair by majority vote. In the case of a tie, the ASEC chair shall cast the deciding vote.
4. Responsibilities in the ASEC election process are outlined in Article IV, Section 6.B.1, above.
5. The Nominating Committee shall respond to appointment requests in the most timely fashion possible within the time frame set by the appointing authority's request.

**B. *Committee Size.***

The Nominating Committee shall consist of six members.

**C. *Terms of Office.***

Members of the Nominating Committee will serve for two years with one-half of the Committee being elected each year. Membership on the Nominating Committee is limited to two consecutive full terms. Eligibility for election is reinstated one year after a member vacates her/his seat on the Nominating Committee.

**D. *Membership.***

1. **Eligibility.** Any member of the academic staff holding a salaried appointment shall be eligible to serve on the Nominating Committee providing they are not excluded under Article V. Section 1. D. 2. below.
2. **Exclusions**
  - (a) No more than two members of the Nominating Committee may be from the same Assembly district or the same college, school or division.
  - (b) ASEC members may not stand for election to the Nominating Committee.

**E. Election Processes.**

1. The ASEC will solicit nominations for election to the Nominating Committee from the academic staff at large and from the Academic Staff Assembly in March. The slate of nominees will be presented to the Assembly in April and may be amended by the addition of names proposed and seconded from the floor.
2. The Nominating Committee will be elected by the Assembly at its April or May meeting each year. The candidates receiving the most votes from among those Representatives present and voting will fill the vacant positions providing the provisions of Article V. Section 1. D. 2. above are met. If one of the top candidates is ineligible, the next eligible candidate with the most votes will be elected.

**F. Vacancies.**

When a member of the Nominating Committee becomes unable to serve and/or resigns, the ASEC will recommend one or two names to the Assembly for replacement for the remainder of that term of service. If only one nominee is recommended a majority vote is required; if two nominees are recommended, the one receiving the most votes will fill the vacancy.

**G. Recall.**

The Assembly may consider recalling a member of the Nominating Committee on recommendation of a majority of the committee members. If there is a tie vote, the Assembly may appoint one or more members of the Assembly to consult with the Nominating Committee and report back to the Assembly. If a recommendation to recall a committee member is made by committee vote or after a recommendation from a consultant(s), the recall will require a majority vote by the Assembly. If a member of the Nominating Committee is recalled, the procedures in Article V. Section 1. F. above shall be followed to select a replacement.

**Section 2. Other Committees.**

**A. Other Standing Committees**

of the Assembly may be proposed by any member of the Assembly or the ASEC. The charge, composition, and method of appointment or election to each standing committee shall be a part of the proposal of its creation. The Proposal for any standing committee must be approved by the Assembly by majority votes in two consecutive Assembly meetings. The approved proposals will then become part of these bylaws under Article V.

**B. Ad Hoc Committees**

of the Assembly or of the ASEC may be created at any time as necessary by either the Assembly or the ASEC, respectively. The chair will be designated by the appointing body. The charge, composition, and method of appointment or election to each ad hoc committee shall be a part of the proposal of its creation.

**C. Subcommittees**

may be appointed by Standing or Ad Hoc committees from among the committee members. The committee chair will designate the subcommittee chair.

**D. Membership**

on committees created under this section is not restricted to members of the Assembly or the ASEC.

**Section 3. Consultants.**

The ASEC and the Assembly, by majority vote, may appoint consultants to committees each has established. Requests for consultants may come from the ASEC, Assembly Representatives, or the committees themselves. Consultants shall be non-voting committee members.

**Section 4. Committee Reports.**

The ASEC shall determine a schedule for each committee to make progress reports to the Assembly and a deadline for any final or annual reports. Changes in the schedule and the deadline may be extended by the ASEC but must be reported to the Assembly and the Secretary of the Academic Staff.

**Section 5. Standing Committee on Compensation and Benefits.**

**A. Responsibilities:**

The Standing Committee on Compensation and Economic Benefits is charged with the continuing review of policies and procedures relating to academic staff compensation, fringe benefits and other economic benefits and with making recommendations to the Assembly on matters in these areas.

**B. Membership:**

1. The Committee shall consist of eight (8) members elected by the Assembly from a slate prepared by the Nominating Committee, with one-half of the Committee being elected each year.
2. The Nominating Committee shall prepare a slate of nominees equal to twice the number of vacant seats assuring broad representation of academic staff regarding professional interests, employing unit, funding source, and expertise in compensation matters. The slate should contain both Assembly representatives and academic staff at large.
3. Nominees may be added to the slate by motion from the floor or by petition by 10 academic staff members.
4. No more than two members may be from the same Assembly district, or three members from the same college, school, or division.
5. There is no limit to the number of terms a member may serve.

**C. Election.**

Election will be in the spring by written ballot by the Assembly at the meeting following that at which the slate is presented. Those candidates receiving the most votes from among those Representatives present and voting will fill the vacant positions providing the provisions of Article V. Section 5.B.4. are met. If one of the top candidates is ineligible, the next eligible candidate with the most votes will be elected.

**D. Terms of Office.**

Members will serve for two years from the time of election or until the next regular election for that seat on the Committee.

**E. Chair.**

The chair will be elected by a majority vote of the Committee at its first meeting each year. In the case of a tie vote, the ASEC chair will cast the deciding vote.

**F. Vacancies:** Vacancies will be filled by appointment by ASEC from a list of nominees supplied by the Nominating Committee. The appointed Committee member will serve until the next regular election for that seat.

**Section 6. *Standing Committee on Personnel Policies and Procedures.***

**A. *Responsibilities.***

The Committee is charged with continuing review of personnel policies and procedures relating to academic staff and with making recommendations to the Assembly on matters in these areas.

**B. *Membership.***

1. This Committee will consist of eight (8) members elected by the Assembly from a slate prepared by the Nominating Committee, with one-half of the Committee being elected each year.
2. The Nominating Committee shall prepare a slate of nominees equal to twice the number of vacant seats assuring balance regarding professional interests, employing unit, funding source, and expertise in personnel policies and procedures. The slate should contain both Assembly representatives and academic staff at large.
3. Nominees may be added to the slate by motion from the floor or by petition by 10 academic staff members.
4. No more than two members may be from the same district or three members from the same school, college or division.
5. There is no limit to the number of terms a member may serve.

**C. *Election.***

Election will be in the spring by written ballot by the Assembly at the meeting following that at which the slate is presented. Those candidates receiving the most votes from among those Representatives present and voting will fill the vacant positions providing the provisions of Article V. Section 6.B.4. are met. If one of the top candidates is ineligible, the next eligible candidate with the most votes will be elected.

**D. *Terms of Office.***

Members will serve for two years from the time of election or until the next regular election for that seat on the Committee.

**E. *Chair.***

The chair will be elected by majority vote of the Committee at its first meeting each year. In the case of a tie vote, the ASEC chair will cast the deciding vote.

**F. *Vacancies.***

Vacancies will be filled by appointment by ASEC from a list of nominees supplied by the Nominating Committee. The appointed Committee member will serve until the next regular election for that seat.

**ARTICLE VI - PARLIAMENTARY AUTHORITY.**

The rules contained in the most current edition of *Robert's Rules of Order, Newly Revised* shall govern the Academic Staff Assembly in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Assembly may adopt.

**ARTICLE VII - BYLAWS CHANGES.**

Bylaws changes may be proposed by any member of the Assembly and accepted by majority vote from among those present and voting at two consecutive Assembly meetings. It is the responsibility of the Secretary of the Academic Staff to ensure that the format and cross-referencing between sections is maintained. The procedures for bylaws changes indicated herein do not apply to changes which would alter the basic structural elements included in or referenced in Article VIII, below.

## ARTICLE VIII - STRUCTURAL CHANGES.

### Section 1. *Definition of Structure.*

Unless changed by the procedures outlined in this section, the basic structural elements are those approved by the academic staff through the ratification of the Articles of Organization in Chapter 4, Provisional Bylaws, as follows:

#### A. *District Representation.*

Representatives of the Assembly will be apportioned on the basis of approximately one assemblyperson per 55 members of the academic staff. Districts will be so designated as to recognize the diversity of professional interests within the academic staff. As a result, districts may range in size from 35 to 75 members but will conform to the desired basis of 55 members per district to the maximum extent consistent with the professional interests and organizational assignments of the members. Geographical relationships may also be considered in districting decisions but will be secondary to professional interests and organizational assignments.

#### B. *ASEC Elections.*

An Academic Staff Executive Committee (ASEC) shall be elected by the academic staff from the academic staff at large.

### Section 2. *Requirements For Making Structural Changes.*

#### A. *Petitions.*

Proposals for restructuring the Assembly or the ASEC must be by petition to the ASEC by 100 members of the academic staff holding salaried appointments at UW-Madison.

#### B. *Meeting.*

At least one month prior to a discussion of a proposed restructuring of the Assembly or the ASEC, the ASEC Chair shall publish the proposal in the officially designated UW-Madison channel of communication. The date, time, and place of the meeting wherein the academic staff will discuss the proposed changes shall be published at the same time. The ASEC chair or designee will preside over the meeting.

#### C. *Ratification.*

1. The restructuring shall be in effect when adopted and ratified by a majority of academic staff submitting written ballots under such procedures as the ASEC shall provide.
2. The ASEC, Vice Chancellor for Academic Affairs (or designee), and the Secretary of the Academic Staff shall ensure fair and impartial elections; shall certify the validity of all ballots; and shall tabulate and announce the results no later than 96 hours after the deadline for the return of the ballots.

## PROVISOS

1. The initially elected Assembly Representatives will serve until June 30, 1989. During this term the election districts may be modified using criteria established by the Assembly. At the start of the 1989 election process those elected from odd numbered districts will serve for one year and those elected from even numbered districts will serve for two years. In the spring of 1990 the elections will become annual with one-half the Assembly being elected each year.
2. For the first ASEC election the Nominating Committee will present a slate of nominees to the Assembly at the January 1988 meeting, the ASEC election will take place in March, and those elected will begin serving April 15, 1988.
3. At the first ASEC election the three candidates receiving the most votes and eligible to serve, will serve until June 30, 1991; the three receiving the next greatest number of votes and eligible to serve, will serve until June 30, 1990; and the three receiving the next greatest number of votes and eligible to serve, will serve until June 30, 1989.
4. Three members of the first Nominating Committee (the three members serving until June 30, 1989 will be determined by the first Nominating Committee in consultation with the Academic Staff Executive Committee) will serve until June 30, 1989. The two members not continuing beyond July 1, 1988 will be replaced by three new members selected by the Assembly in May 1988. The three newly elected members will serve two year terms. In April or May of 1989 the Assembly will begin the process of electing three members to the Nominating Committee annually as indicated in the Bylaws.
5. The Secretary of the Academic Staff shall be entitled to make editorial changes in developing the official final copy of these initial bylaws but may not make changes which alter the intent of these bylaws as established by the Academic Staff Assembly.
6. Elections to the Committees indicated in Article V, Sections 5-6 will commence immediately after the passage of the Sections. For the first election, those candidates who received the most votes and who comprise 1/2 of the committee will serve from election until the election in 1990, the other 1/2 will serve from election until the next election in 1989.