

- C. If a matter has been reported to the Academic Staff Executive Committee under the provisions of 14.11.B. and if the Academic Staff Executive Committee so requests, all steps to adopt or implement the committee action in question shall be postponed pending consideration by the Academic Staff Executive Committee and, if the Academic Staff Executive Committee so decides, by the Academic Staff Assembly.

14.12. Committees of the Academic Staff

A. Academic Staff Executive Committee.

1. *General Responsibilities.*

- a. *Administrative.* The Academic Staff Executive Committee (ASEC) is the administrative executive committee of the academic staff and the Academic Staff Assembly. It provides administrative support to the Academic Staff Assembly. This support includes, but is not limited to, providing the Assembly with necessary information, coordinating and initiating meetings and meeting agendas, 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 and actions to the Assembly in a timely manner, either at the next meeting of the Assembly or in writing. The ASEC's activities and actions 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.

2. *Specific Responsibilities.*

- a. *Day-to-Day Activities.*
 - i. 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-Madison administration.
 - ii. All of these activities must be reported to the Assembly.

- 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 13.02 and 13.03.

- 3. *Additional Responsibilities.* The ASEC may be given additional responsibilities by the Academic Staff Assembly.

- 4. *Committee Size.* The ASEC shall consist of nine members.

- 5. *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 reinstated one year after a member vacates her or his seat on the committee.

- 6. *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 14.12.A.6.b.

 - b. Exclusions.*
 - i.* 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.

 - ii.* ASEC members will be ex-officio voting members of the Assembly and may not concurrently serve as representatives of Assembly districts.

 - iii.* Members of the Nominating Committee may not also be candidates for the ASEC.

- 7. *Election Processes.*
 - a. Election at Large.* The ASEC shall be elected by the academic staff, from the academic staff at large.

 - b. Slat e.*

- i. *Nominees.* The Nominating Committee shall prepare a slate of nominees for the ASEC to be reported to the Assembly not later than the December Assembly meeting each year, or the January Assembly meeting if the December meeting has been canceled. The total number of nominees shall be at least two more than the number of vacancies.
 - ii. *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 10 working days after the Assembly meeting at which the initial slate is presented.
 - c. *Timing.* ASEC members will be elected not later than March 15 each year and prior to the call for nominations for Assembly districts.
 - d. *Elections.*
 - i. 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 14.12.A.6.b. are met. If one of the top candidates is ineligible, the next eligible candidate with the most votes will be elected.
 - ii. The Assembly, the provost (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.
8. *Chair and Vice-Chair.* ASEC members will select their chair and vice-chair by majority vote.
9. *Vacancies.*
- a. 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.
 - b. 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.
10. *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 of the ballots cast vote for recall, that ASEC seat is

vacant and shall be filled as in 14.12.A.9.b. 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.

11. *Rules of Order.* 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.

B. Committees of the Assembly

1. Communications

- a. *Responsibilities.* The Communications Committee is charged with working with other campus units, entities, and organizations to coordinate communication about and relevant to Academic Staff to both internal and external audiences. This coordination should include identifying strategies to address communication gaps

External communication responsibilities include: develop strategies to communicate the story of academic staff; monitor local media outlets for information that affects academic staff; and communicate this information to targeted communities within academic staff.

Internal communication responsibilities include: oversee the development and ongoing maintenance of the academic staff governance web site; oversee the Assembly list serve; coordinate oversight of the district distribution lists with DRC; develop guidelines for effective communication by other academic staff governance units; and monitor communication from or about Academic Staff Assembly and ASEC for clarity and relevance to academic staff.

The Communications Committee shall make recommendations on these matters and report its activities to the Academic Staff Assembly.

- b. *Committee Size.* The Communications Committee shall consist of nine members.

- c. *Membership*

- i. *Eligibility.* Members of the academic staff holding a paid appointment shall be eligible to serve on the Communications Committee providing they are not excluded under 14.12.B.1.c.ii.
- ii. *Exclusions.* No more than two members may be from the same district or three members from the same school, college or division

- d. *Terms of Office.* Communications Committee members shall serve for three-year terms, beginning July 1. There is no limit to the number of terms a member may serve. When a committee member requests a leave of absence, the committee shall determine whether to grant the leave. If a leave is granted, the committee chair shall notify the ASEC. When a leave of absence is granted, the committee shall determine whether a temporary replacement member should be appointed. If so, the committee chair shall notify the ASEC, and the