

Approved Amendment of August 01, 2009

BYLAWS OF THE CAREER EMPLOYEES' COUNCIL OF FLORIDA STATE COLLEGE AT JACKSONVILLE

MISSION STATEMENT

We are committed to the continuous development of a collaborative work environment whereby the value and respect of career employees are elevated through increased recognition, involvement and opportunities to achieve a higher level of excellence

ARTICLE I. NAME

Section 1. The name of this organization shall be the Career Employees' Council of Florida State College at Jacksonville

ARTICLE II. OBJECTIVES

Section 1. The objectives shall be to:

- A. Promote the welfare of the career employees and the College as a whole.
- B. Provide Career employees with direct communication to the Board of Trustees, the President, and other administrative staff.
- C. Respond to the concerns of the Career employees in matters of common interest.
- D. Represent Career employees on the College-wide councils and committees.
- E. Assist in the development of College policies and operational procedures.
- F. Represent the Career employees in matters concerning the total college community.
- G. Conduct ongoing studies and make recommendations on policies and procedures for, but not limited to:
 1. Compensation/Classification issues
 2. Benefits development
 3. Evaluation process

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4. Career employees' policies and procedures
5. Other college projects/functions

ARTICLE III. COMPOSITION

- Section 1. There shall be one representative elected to the Career Employees' Council for every twenty-five (25) full-time and regular part-time employees or any fraction thereof at any Campus/Center. Groupings of less than twenty-five (25) employees shall have a representative appointed by the Executive Board. This number is to be exclusive of duly elected officers and Ex-officio members. A list of the number of career employees at each Campus/Center shall be maintained on an annual basis by the Secretary.
- Section 2. Career Employee is defined as any person who has been hired by Florida State College at Jacksonville in a full-time or regular part-time approved position, excluding administrative, professional, and instructional staff.
- Section 3. Campus/Centers, for the purpose of representation to the Career Employees' Council, are identified as College Administration (MCCS), Downtown Campus, Kent Campus, North Campus, Open Campus, and South Campus. Centers are Deerwood Center, Betty P. Cook and Cecil North and Cecil South, Advanced Technology Center (ATC) (smaller sites such as MSB {attached to MCCS}) and Administrative Support Facility (ASF) (attached to MCCS).
- Section 4. It is each campus representative's responsibility to:
1. Attend all Career Employees' Council meetings; disseminate information to campus/center constituents regarding Council activities.
 2. Serve as a liaison between campus/center career employees and the council.
 3. Participate on committees.
- Section 5. Alternates
- A. Each elected or appointed representative shall be responsible for selecting and naming his/her alternate. Said alternate shall be from the representative's Campus/Center or appointive grouping. The name of the alternate shall be furnished to the Secretary at, or prior to, the second regular meeting of the Council. The alternate is expected to attend in the elected representative's absence when notified by the elected representative.
 - B. In the absence of the representative, the alternate shall have the same rights, privileges, and responsibilities' as the representative.

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- C. In the presence of the representative, the alternate shall be considered a guest without voting privileges.

Section 6. Representative Replacement

- A. Membership to the Career Employees' Council may be terminated for any representative who misses three (3) regular consecutive Council meetings. It is the responsibility of the council member to advise his/her alternate to attend the meeting. A written notification of such action will be sent to the member and the member's supervisor. The representative's alternate automatically assumes the member's place on the Council. The Executive Board will decide whether or not to invoke this section.
- B. If a representative leaves the Council, his/her alternate will complete the unexpired term and a new alternate will be selected. If, at the time any member leaves the Council and there is no designated alternate, the Council President will appoint a representative from the former representative's Campus/Center, or appointive groups.
- C. When it is determined to be in the best interest of the Council, the Executive Board may retain a transferred elected representative to the Council. The retained-transferred representative has the same rights, privileges and responsibilities as an elected representative for the remainder of the term. The designated alternate shall complete the unexpired term from the original elected Campus/Center or appointed grouping and a new designated alternate will be selected.

Section 7. Resignations

- A. Resignations shall be submitted to the Council President in writing by memo or e-mail.
- B. Representatives (other than Council Officers) who are transferred to another campus shall resign as elected representatives' of the constituency from which elected. Designated alternates shall complete the unexpired term.

Section 8. Elections

- A. The Election Committee shall be comprised of council members, ideally one from each Campus/Center, from the elected representatives:
 - 1. The Committee will be responsible for all election proceedings. Committee membership shall be selected by

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floor nominations and elected by Council vote at the April meeting.

2. MCCS, Downtown, Kent, North, South, Open Campus, Deerwood, Nassau, ATC, Cecil North and Cecil South.
3. One committee member selected by the committee membership shall be the Chairman of the Elections Committee. If deemed necessary by the committee, there shall be co-chairs, elected by the committee membership. This committee meets independent of and is not answerable to the Council President, Vice President or the Executive Board.

B. Rules for conducting an Election

1. Nominations for representatives shall be solicited by the members of the Election Committee from their respective campus site and those names submitted to the elections committee by the designated date.
 - a. The name of any full-time or regular part-time career employee who has been employed by the College for six (6) consecutive months or more prior to the call for nominations (with permission of the nominee) may be nominated. A temporary part-time employee cannot be nominated due to the unknown length of their employment.
 - b. Representative candidates must be nominated by career employees within the nominee's Campus/Center.
 - c. Current Representatives shall be contacted by the Election Committee to see if they want to run.
 - d. Candidates for officer positions shall have served as a representative for the prior year.
 - e. The month of May shall be used by officer candidates to campaign if desired.
2. Nomination and election of Election Committee shall occur at the April meeting. The first three weeks of May shall be used for campaigning. Numbered ballots shall be distributed by each Election Committee representative to their respective campuses during the last week in May and returned to the Election Committee by the designated deadline. Each ballot

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shall list only their respective campus representative candidates and the officer candidates. Ballots shall be numbered and colored by campus as determined by the Election Committee. The results shall be given to the Council Executive Board by e-mail prior to the regular June meeting.

3. If the number of nominees does not exceed the authorized number of representatives for the Campus/Center, election by ballot does not have to be done. An e-mail confirmation is all that is needed from the constituents' of that Campus/Center to approve the election.
4. The Election Committee shall meet to count the ballots (an open and public event), verify votes, and report the results to the Executive Board within twenty four (24) hours after the polls are closed. Results of ballots shall be considered final.
5. In case of tie votes, a special run-off election between top candidates will be held within five (5) working days after counting of ballots.
6. The Council President shall publish the results of the election for distribution to all career employees within five (5) working days after receiving the final report.
7. Members of the Career Employees' Council shall be elected by the career employees within their designated Campus/Center. Additional representatives may be appointed by the Council Executive Board as appropriate.
8. Term of office shall be for a period of one (1) year, from July 1 through June 30 inclusive.

C. Absentee Voting

Shall be done by e-mail to the Chairman of the Election Committee. No vote will be accepted after close of the polls. Absentee voting may begin up to two (2) business days prior to the General Election day.

ARTICLE IV. OFFICERS

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Section 1. Composition

The officers of the Career Employees' Council shall consist of a Council President, Vice President, Secretary, Treasurer, and Publicity Coordinator elected by the Council, and a Parliamentarian appointed by the Council President. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the society.

Section 2. The immediate past Council President of the Career Employees' Council shall be an ex-official member of the Council for ninety (90) days. For the rest of the year the ex-officio will serve as a career representative at large with all rights and privileges thereof.

Section 3. Term of Office

The term of office shall be for one (1) year from July 1 through June 30.

- A. The officers shall be elected to serve for one (1) year or until their successors are elected.
- B. No member shall hold more than one office at a time.

Section 4. Release Time for Officers

- A. Release time for officers and representatives is governed by APM 02-1907, date adopted January 14, 1997. In addition to attending meetings, the Council President shall be allowed up to twelve (12) hours release time per month and the Vice President, Secretary, and Treasurer shall be allowed up to six (6) hours per month during their normal work hours to perform official duties of the Council.
- B. Representatives to the Council shall be allowed four (4) hours per month to attend meetings and perform other Council tasks during normal working hours.

Section 5. Resignations

- A. A vacancy for the office of Council President shall be filled by the elected Vice President for the unexpired term of office.
- B. Vacancies other than that of Council President shall be filled by election at the next regular meeting after notification.

Section 6. Duties

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- A. Duties of the Council President shall be to:
1. Preside at all meeting of the Career Employees' Council.
 2. Prepare an agenda for Career Employees' Council meetings for distribution at least five (5) working days prior to each meeting.
 3. Call all regular and special meetings.
 4. Act as College spokesperson for the Career employee body.
 5. Officially represent the Career Employees' Council before the Board of Trustees.
 6. Serve or appoint a career representative as a member of all College-wide committees.
 7. Meet with the College President monthly to address any Council recommendations and/or action items. Other meetings may be scheduled as necessary.
 8. Appoint, as necessary and as a part of these Bylaws, standing and ad hoc committees (except the Elections Committee) to facilitate the functions of the Council.
 9. E-mail the Career Employees' Council members and alternates two (2) weeks prior to the upcoming Council meeting, requesting their input for the agenda to be covered at that meeting.
 10. Be an ex-officio member on all council committees except the Elections Committee.
- B. Duties of the Vice President shall be to:
1. Assist the Council President.
 2. Preside at the meetings in the absence of the Council President.
 3. Represent the Council President upon request.
 4. Assume the duties of the Council President for the unexpired term should the Chair become vacant.

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5. Meet with the Council President and the College President monthly to address any council recommendations and/or action items.
 6. Coordinate all committee assignments and meeting schedules and be an ex-officio member of all Council Committees except the Elections Committee.
- C. Duties of the Secretary shall be to:
1. Record minutes and attendance of each meeting and maintain official file of records.
 2. Publish and distribute the previous months minutes to all career employees following each meeting after approval of Council and signature of Council President.
 3. Provide approved Human Resources portion of the board agenda as related to the Career Employees at the regularly scheduled council meeting.
 4. Keep an up-to-date record of the Career Employees' Council membership and alternates.
 5. Obtain a list of all Career Employees (full-time and regular part-time) from Human Resources each May.
 6. Send reminder to all representatives' and alternates of CEC meetings five (5) days prior to the meeting with the proposed agenda attached.
 7. Keep a record of the excused absences.
 8. Notify Executive Board of representatives who need to be replaced due to non-attendance.
 9. Maintain copy of all correspondence sent to career employees or college officials.
- D. Duties of the Treasurer shall be to:
1. Maintain an accurate and detailed account of all monies received and expended.
 2. Prepare Treasurer's report as required for distribution at the regularly scheduled monthly meeting.
 3. Pay out all necessary funds on order of the Council.

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4. Coordinate annual fundraising events.
- E. Duties of the Publicity Coordinator
1. Develop publications in a timely manner for career employees to publicize issues, events and accomplishments.
 2. Coordinate Website maintenance.
 3. Coordinate publications.
 4. Chair Publicity committee.
 5. Obtain approval of Executive Board prior to distribution of material.
- F. Duties of the Parliamentarian shall be to:
1. Advise the Council President, other officers, committees, and members on matters of parliamentary procedure.
 2. Call the attention of the presiding officer to any error in the proceedings that may affect the substantive rights of any member or which may otherwise do harm.

ARTICLE V. MEETINGS

Section 1. Regular Meetings

The first meeting of the newly elected officers and the elected representative shall be held the second Thursday in July. Subsequent meetings will be determined by the Council at the first meeting and shall be published in the first minutes of the Council.

Section 2. Discussion Items

Recommendations for discussion items for the agenda should be submitted to any member of the Executive Board within 2 days, if possible, prior to each regular meeting. Recommendations shall include supportive information which will enable the Council to give full and serious consideration to the recommendation(s). Career employees may appear at any meeting of the Council to defend or speak in opposition to a recommendation.

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- Section 3. Attendance
- A. The Career Employees' Council meetings shall be open to all Career employees and guest.
 - B. Any motion brought to the floor must be made by an elected representative.
 - C. Voting is limited to elected Council representatives or their alternates in the absence of the elected member.

- Section 4. Special Meetings
- No Council business shall be transacted except that mentioned in the call notice of the special meeting.
- A. Special meetings may be called by the Council President upon written request of ten (10) members of the Council or one-third (1/3) of the total Career body. The purpose of the meeting shall be stated in the call. In the case of emergencies, at least three (3) people (the Vice President, Secretary, and a member of the Career Council) shall be contacted in order to call a special meeting.

- Section 5. Quorum
- Thirteen (13) Council representatives or their alternates shall constitute a quorum excluding the ex-officio.
- A. No Council business shall be transacted without a quorum in attendance.
 - B. Any legislative action may be made by a majority vote with the exception of the Bylaws amendments (see article 9)

ARTICLE VI. THE EXECUTIVE BOARD

- Section 1. The officers of the Council: President, Vice President, Secretary, Treasurer, Publicity Coordinator and Parliamentarian shall constitute the Executive Board plus those appointed by the Council President. The past President will serve on the Executive Board for ninety (90) days.
- Section 2. The Ex-officio member of the Board has the right, but not the obligation, to participate in the proceedings of the meeting, and is not counted in the quorum.
- Section 3. The Executive board shall be responsible and accountable to all Career employees.

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- Section 4. The Executive Board is charged with communicating with the Publicity Coordinator for facilitating communication with all Career employees regarding Council matters.
- Section 5. The Executive Board will prepare and agenda for Career Employees' Council meetings for distribution at least five (5) working days prior to each meeting.
- Section 6. All Grievances, employee issues or requests of any representative must go through the Executive Board.
- Section 7. All disciplinary actions are governed by the Executive Board in accordance with Robert's Rules of Order.
- Section 8. Failure to fulfill the duties of the appointed or elected position may result in the Executive Board removing the member from the office held.

ARTICLE VII. Committees

- Section 1. Rules for establishing committees
- A. The following Standing Committee shall be appointed by representative/volunteers or appointed by the Executive Board as needed.
1. Election Committee
 2. Professional Development
 3. Human Resources
 4. Recognition
 5. Publicity
 6. Fundraising
- B. Ad hoc committees may be established as required, either by appointment of the Executive Board and/or Council President.
- C. Representatives to College-wide committees shall be appointed by the Council President (in case of an emergency appointment to a special committee, this may be done by action of the Executive Board.)
- D. Standing committees and college-wide committee appointments shall be filled from among duly elected members.

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- E. Membership on ad hoc committees is not limited to elected representative.
- F. Vacancies on any committee shall be filled in the same manner as the original appointments. (i.e. election or appointment)
- G. Fundraising committee:
 - One lead rep from each campus/center to assist the chairperson.
 - Campus CEC reps and/or interested career volunteers will assist with taking orders, collecting funds and distributing the item(s). However, all funds are to be given to the lead rep to deposit on their campus Business Office as well as take delivery of items. (The use of written receipts is **highly** recommended. See secretary for a supply)
 - It is the responsibility of each campus lead rep to keep track of number of items to order, money collected and money deposited.
 - At the end of the fundraiser, the Treasurer will give the council an accounting of the final sales results.

Section 2.

Standard operational Procedures Governing Committees

- A. At the first committee meeting members shall:
 1. Elect a chair (if one has not been appointed)
 2. Decide on a meeting day and schedule, set up a conference call schedule, or hold meetings via e-mail.
 3. Review purpose of committee and establish a Committee Objective statement.
 4. Decide on a plan of action to include a completion timeline and committee member assignments.
 5. Inform the Vice President of the meeting schedule.
 6. Research documentation, surveys, etc. upon which you will make your recommendations.
 7. Present draft to Council representatives for review and input.
 8. Final draft prepared and presented to Council for appropriate action

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9. Prepare report once Council has made a final decision on what action to take. This document will become a part of the official correspondence maintained by the Secretary.
- B. Progress reports of all active committees shall be made to the Council monthly.
- C. Annual reports of standing committees shall be made at the final meeting of the Council.
- D. Ad hoc committees are dissolved upon completion of the committees' final report.

ARTICLE VIII. PARLIMENTARIAN AUTHORITY

Approved current bylaws shall govern meetings of the Career Employees' Council. When approved current bylaws do not cover a situation, the Council will defer to Robert's Rules of Order 2nd Edition.

ARTICLE IX. AMENDMENT OF BYLAWS

The Constitution and Bylaws may be amended by two-thirds (2/3) vote of the votes cast as any regular or properly called meeting at which a quorum is present.

A copy of any proposed change(s) shall be presented to the Council President for review by the sponsoring representative and he/she will forward it to the Executive Board for their review and input. The Council President will call a meeting of the Executive Board no earlier than two (2) weeks after sending it to the Executive Board for their review. The purpose of this meeting is for their input and approval prior to presentation to the elected representatives.

It shall be the responsibility of the Council President to mail or e-mail a copy of the revisions with rationale for suggested changes to the entire Council membership. This shall be done at least two (2) weeks prior to the meeting at which a vote is to be taken.

A revision shall include:

1. Official date the change is being initiated.
2. Statement of recommended change.
3. Rationale for change.

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4. Person(s)/group change will affect, if applicable.
5. Recommendation for effective date and why.

Such amendments to the Bylaws shall be effective immediately. Proposed amendments shall become an addendum to the Career Employees' Council meeting minutes.

Revised October 1999
*Amended September 2000
Revised February 13, 2003
Revised February 05, 2007
Revised September 04, 2008
*Amended August 01, 2009