From the College of Design Constitution:

Section 5: Civil Service/Bargaining Unit (CS/BU) Staff

III.5.1 CS/BU Staff Definition: The CS/BU staff constituency shall include all CS/BU staff employed through units of the college.

III.5.2 Voting Rights: All CS/BU members, including those on leave, shall be eligible for working group memberships as defined by Constitution and Bylaws, plus voting rights on the CS/BU Assembly and representation through the CS/BU Consultative Committee and the College Consultative Committee, as defined in the Bylaws.

III.5.3 CS/BU employees have the right and responsibility to serve on college and University governance bodies, and working groups.

Section 6: Civil Service/Bargaining Unit Assembly

IV.6.1 The CS/BU Assembly shall meet to discuss all matters concerning CS/BU staff that come under the jurisdiction of the college.

IV.6.2 CS/BU Consultative Committee will serve in an advisory role to the College Consultative committee. The Committee will make recommendations on any matter of college policy relevant to CS/BU staff to the CS/BU Assembly.

From the College of Design Bylaws:

Section 7: Civil Service/Bargaining Unit (CS/BU) Assembly

IV.7.1 The CS/BU Assembly shall consist of all full-time (75% or more) CS/BU members of the college.

IV.7.2 A chair and vice-chair shall be elected from among the CS/BU membership by a majority vote. The chair and the vice-chair shall serve concurrent terms of two years, with a maximum of two consecutive terms. Election for new leadership shall take place at the last meeting of the academic year, with their term responsibilities beginning in September of the subsequent academic year. The CS/BU Assembly vice-chair shall serve in the absence of the chair or vacancy of the chair position. The chair may delegate responsibilities to the vice-chair at the chair’s discretion. The chair and vice-chair shall serve on the College Consultative Committee. The chair and vice-chair of the CS/BU Consultative Committee shall serve as chair and vice-chair of the CS/BU Assembly.

IV.7.3 The CS/BU Assembly shall hold at least two regular meetings each academic year. All regular meetings of the assembly shall require at least ten calendar days prior notice to the membership. Regular meetings shall be called and chaired by the Assembly chair, or in his/her absence, by the vice chair. Special meetings may be called at the discretion of the chair, or in his/her absence, by the vice chair, to address urgent matters. Special meetings may be called with two calendar days prior notice.

Comment [CoD1]: This text is being deleted because it is replicated word-for-word in IV.7.10. The CS/BU Consultative Committee felt that additional roles and elections were not necessary. This also mirrors the practice of the P&A Consultative Committee.
IV.7.4 The CS/BU Assembly chair shall be responsible for setting the agenda for meetings of the CS/BU assembly, chairing all meetings of the assembly, organizing and maintaining records of the meetings with the assistance of dean’s office staff, and providing consultation with the dean on behalf of the CS/BU Assembly both directly, and with the vice chair, as members of the College Consultative Committee.

IV.7.5 Removal of the chair or vice chair prior to the end of their term requires a special petition sent to the dean with signatures of one-third of the assembly members. At a regular meeting a vote for removal may take place. Removal requires a majority vote.

IV.7.6 Each member of the CS/BU Assembly shall have one vote. The dean’s office is responsible for coordinating and counting votes with the chair and vice chair of the CS/BU Assembly.

IV.7.7 The CS/BU Assembly may form working groups. The assembly members will elect the members of the working groups from among their number by majority vote. Special working groups shall have the authority to adopt rules governing its management and processes, in addition to a chair by majority vote.

IV.7.8 The CS/BU Consultative Committee will serve in an advisory role to the CS/BU Assembly on all matters concerning CS/BU members for which the college has jurisdiction.

IV.7.9 Membership of the CS/BU Consultative Committee shall consist of six or seven representatives elected from the CS/BU community, with a minimum of two representatives from Civil Service and a minimum of two representatives from the Bargaining Unit. The length of term is two years, with a maximum of two consecutive terms. The dean, or designee, shall serve as a nonvoting member of the committee.

IV.7.10 A chair and vice chair shall be elected from among the CS/BU Consultative Committee membership. The chair and the vice-chair shall serve concurrent terms of two years, with a maximum of two consecutive terms. Election for new leadership shall take place at the last meeting of the academic year, with their term responsibilities beginning in September of the subsequent academic year. The vice chair shall serve in the absence of the chair or vacancy of the chair position. The chair may delegate responsibilities to the vice chair at the chair’s discretion. The chair shall be responsible for communication with the dean or his/her designee regarding policy. He or she is responsible for setting the agenda for meetings of the CS/BU Consultative Committee, chairing all meetings of the CS/BU Consultative Committee, organizing and maintaining records of the meetings, appointing chairs of standing committees, appointing and staffing other committees as may be necessary, and provide consultation to the dean and his/her designees on behalf of the CS/BU Consultative Committee.

IV.7.11 The CS/BU Consultative Committee shall hold at least two regular meetings each academic year. All regular meetings of the assembly-Consultative Committee shall require at least ten calendar days prior notice to the membership. Regular meetings shall be called and chaired by the Consultative Committee chair, or in his/her absence, by the vice chair. Special meetings may be called at the discretion of the chair, or in his/her absence, by the vice chair, to address urgent matters. Special meetings may be called with two calendar days prior notice.