CAREER EMPLOYEES COUNCIL BYLAWS
MANATEE COMMUNITY COLLEGE

2006
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ARTICLE I. NAME
The name of this assembly shall be the Career Employees Council.

ARTICLE II. PURPOSE AND FUNCTIONS

Section 1. The purpose of the Career Employees Council shall be to promote the welfare of career employees and the college as a whole; and to respond to the concerns of career employees in matters of common interest.

Section 2. The functions of the Career Employees Council shall include, but not be confined to, the following:

A. Make recommendations to the College administration regarding policies and operational procedures concerning career employees.

B. Represent career employees at each Board of Trustees meeting, President’s Management meeting, Budget Planning Committee meeting and others as requested.

ARTICLE III. OBJECTIVES

The objectives of the Career Employees Council are:

1. To devote effort toward the professional development and advancement of all career employees.

2. To direct the energies of the Council toward cooperation and communication between administration, faculty and career employees.

3. To encourage positive employee attitudes which will attract and maintain the most competent and dedicated career employee staff.

4. To lend support to the administration in complying with policies and procedures.

5. To provide recommendations and suggestions which will contribute to the attainment of College goals.

6. To undertake such projects which will develop “esprit de corps” between all career employees.

7. To provide advice to the College on any and all matters concerning career employees.

8. To encourage the active involvement of all career employees in the undertakings of the Council and shall solicit (via memo, telephone, e-mail or personal visits) and consider recommendations, suggestions and inquiries from career employees.

9. To plan and participate in other College projects/functions, as requested.
ARTICLE IV.  MEMBERSHIP

Section 1. REPRESENTATIVES - Career employees who have been elected by their constituency group will serve as representatives to the Career Employees Council. The Council will consist of career employees representing designated areas and a Chair, Chair Elect, Secretary, and Treasurer.

Section 2. DEFINITION OF CAREER EMPLOYEE - Career employee is defined as any person who has been hired by Manatee Community College and approved by the Board of Trustees for a regular full-time or part-time non-instructional, non-administrative position or non-professional position.

Section 3. CONSTITUENCY GROUPS OF THE CAREER EMPLOYEES COUNCIL -

A. The members of the Career Employees Council shall be elected directly by the career employee members of his/her designated areas.

B. The Career Employees Council constituency shall be divided among Council Representatives to assure equitable representation and is subject to redistribution as deemed necessary by the members of the Council. For the 2006-2007 year and all subsequent years (unless redistribution is deemed necessary) the representation is as follows:

1. Office Complex- building 7
2. Student Services – Korcheck Building- building 1
3. Computer Center and Telecommunications
   Library/Information Resources, Institutional Research
   English, Reading & Foreign Languages
   Speech/Humanities- buildings 3, 5, 6, & 8
4. Central Services, Warehouse, Facilities, & Planning and Maintenance- buildings 20,22, & 23
6. Student Union (Bookstore), HPE, Social and Behavioral Sciences, Art, Auditorium/Box Office/Theater, & Music-buildings 9, 10, 11, 12, 14, & 17.
8. Venice Campus: All of Venice Campus

Section 4. TERM OF OFFICE:

A. The term of office shall be for a period of two years from July 1st through June 30th.

B. Effective June 30th, the senior members will leave their posts and new members will be elected in their areas to represent them.

C. At the end of the two-year term of office, all senior members (2nd year members) will leave their post. Any member of the Council who serves a two-year term cannot be re-elected to serve a subsequent term, with the
exception of the Chair position or if a position can not be immediately filled in a given area. After a year of absence, a career employee may again be elected to another term of the Council. If a Council member resigns and is replaced by an Alternate Council member, the Alternate Council member serving less than a two-year term may be re-elected to a subsequent two-year term. (All in-coming and out-going members are to attend the last meeting in June.)

ARTICLE V. NOMINATIONS-ELECTIONS:

Section 1  RULES FOR CONDUCTING NOMINATIONS

A. Nominations shall be selected from career employees in the respective areas during the month of April and election of the new Career Employees Council members will be held during the month of May.

B. Each area will vote for (2) representatives from the list of nominees in his/her area. The nominee receiving the highest number of votes will serve a 2-year term as the Council member. The person receiving the next highest number of votes becomes the Alternate Council member.

C. The Career Employees Council will publish the results of the election for distribution to all career employees in the minutes of the next meeting.

D. The council shall grant the alternate member first choice for a representative’s position in the following election.

ARTICLE VI. RESIGNATIONS:

Section 1  RESIGNATIONS shall be submitted in writing to the Council Chair. The new representative shall serve for the unexpired term of office. If the chair of the Career Employees Council resigns during his/her term of office, the Council will elect a new Chair.

Section 2  REPRESENTATIVE REPLACEMENT:

A. Alternates will serve as a temporary replacement for the regular member in the case of the absence of the regular member.

B. In the case of a regular member resigning during his/her term on the Council, the Alternate member will complete the regular member’s term of office with all privileges accorded to the member he/she is replacing.

C. Membership to the Council shall be terminated for any individual missing three regular consecutive Council meetings who fails to notify a Council officer or who fails to request his/her alternate to attend the meeting. The alternate will complete the term of the dismissed representative.

Section 3  TRANSFERS - If a representative is transferred to a different department, the representative will have the option of continuing to serve the remainder of the term. If the representative elects not to continue to serve until the end of term, then the Alternate will complete the term of the regular member.
Section 4  Replacement Of Alternate - An alternate member who has replaced a regular member through one of the above processes shall recommend for council approval, a new alternate member from his/her area to complete the remainder of the term.

ARTICLE VII. Officers:

Section 1  The officers of the Career Employees Council shall be comprised of a Chair, Chair elect, and a Secretary.

Section 2  Officers shall perform duties usually performed by such officers and also such duties specified in these bylaws.

Section 3. Election of Officers

A. The Council will elect a Chair, Chair elect, and a Secretary who will no longer be responsible for a designated area. The council will also elect a Treasurer who will remain responsible for a designated area. A new Council member will be elected, if the current alternate chooses not to accept the position, to represent that area upon the election of a new Chair, Chair elect, Secretary, or Treasurer.

B. At the first meeting in April, new Career Employees Council officers will be elected for the coming year to serve for a one-year term beginning in July. (All in-coming and out-going members are to attend the last meeting in June.)

C. No representative shall be considered for the Office of Chair who has not served on the Career Employees Council for at least one year. The representative may complete a two year term before running for the position of Chair, allowing the incoming Chair time to fully understand the duties and responsibilities of the Chair. The maximum term for the Chair is two years as an area representative and one year as an officer.

D. If the position of Chair Elect, Secretary, or Treasurer becomes vacant, an election will be held at the next regularly scheduled meeting. Any council member will be eligible for the position of Chair Elect or Secretary upon joining the council and will be limited to a one year term in that position.

ARTICLE VIII. Duties of Officers:

Section 1. Duties of the Chair shall be to:

A. Preside at all meetings of the Career Employees Council.

B. Call all special meetings.

C. Act as the spokesperson for the Council.

D. Appoint, as necessary, appropriate committees consisting of career employees, for the necessary functioning of the Council.

E. Represent career employees via inclusion on the Strategic Planning Committee, plus additional subcommittee meetings, or designate a representative.
F. Be a liaison for the career employee that coordinates distribution of SPD (Staff and Program Development) Funds for career employees.

G. Provide the Library Archive Staff a copy of the CEC notebook to be permanently housed in Archives. This will provide future members of the council a record of meeting minutes, previous council accomplishments, and a reference to the events hosted by the council.

Section 2. DUTIES OF THE CHAIR ELECT SHALL BE TO:

A. Preside at all meetings of the Career Employees Council.

B. Assist the Chair and perform the duties of the Chair in his/her absence in preparation for his/her incoming term as Chair.

C. Immediately assume the duties of Chair after a one-year term as Chair Elect.

Section 3. DUTIES OF THE SECRETARY SHALL BE TO:

A. Take minutes of each meeting.

B. Publish and distribute the minutes within 10 working days following each meeting.

   Distribution List:
   1. All career employees, both campuses.
   2. President
   3. Vice President, Academic Affairs
   4. Vice President, Business and Administrative Services
   5. Vice President, Planning and Institutional Effectiveness
   6. Vice President, Student Development and Enrollment Planning
   7. Director of Human Resources
   8. President Management Team

   C. Maintain a file of the minutes of all Career Employees Council meetings.

Section 4. DUTIES OF THE TREASURER SHALL BE TO:

A. Maintain the financial records of the Council and distribute that information within the Council as needed.

B. Continue to represent a designated area.

ARTICLE IX. COMMITTEES

A. When deemed necessary by the Career Employees Council to do its work, Ad Hoc Committees, consisting of career employees, shall be established by majority vote of the council.

B. Membership on the committee may be by request if any career employee desires to serve or has a special interest area.

C. Membership of a committee may be modified by the Career Employees Council.
ARTICLE X. MEETINGS

The official meeting of the Council shall be held after each Board of Trustees meeting. Council meetings, in preparation for meeting with College administrators, may be held semi-monthly on an agreed working day and time. These meetings will allow Council members to discuss concerns expressed by career employees. The Council will handle these concerns when appropriate, or forward them to the appropriate supervisors for a response. A lunch hour is allowed in addition to these meetings.

Section 1. RECOMMENDATIONS TO THE COUNCIL - Any member of the career employee staff may submit a recommendation and/or a possible suggestion to the Career Employees Council through the Council representative. Recommendations shall include rationale and supportive information that will enable the Council to give full and serious recommendations. Career employees may appear at any meeting of the Council to voice their concerns on a matter for consideration. The Council reserves the right to request any further supportive information on a recommendation.

Section 2. SPECIAL MEETINGS

A. Special meetings may be called by the Chair of the Council.

B. A general meeting of the entire career employee body shall be scheduled at least once a year, for an update from administration of the status of the College. All career employees will be notified five working days prior to the meeting.

ARTICLE XI. AMENDMENTS

Section 1.

A. Proposed Bylaw changes will be presented at the general meeting of the Council with voting by the Council members to follow at a later date on written ballots.

B. A copy of the proposed amendment(s) shall be circulated to each career employee by Council representatives prior to the meeting at which amendment(s) will be discussed.

C. Submission of suggested change(s) shall be presented to the Chair in writing.

Section 2. Proposed amendments will be mentioned in the Career Employees Council meeting minutes. For those career employees who would like their own copy of the amendments and/or revised bylaws, one may be obtained via their Council representative.