

CHAPTER 13 UNIVERSITY ACADEMIC STAFF ASSEMBLY

11/13/00

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 Assembly 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.

13.01. 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.

13.02. The Assembly.

A. The members of the Assembly shall be:

1. Representatives elected or appointed under 13.02.D.
2. Academic Staff Executive Committee (ASEC) members, elected under 14.12.A.7, ex officio.
3. The chancellor and the provost, ex officio.

B. Voting. Voting members shall be those referred to in 13.02.A.1. and 2.

C. Districts.

1. 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 academic staff member 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 Districting and Representation Committee will be responsible for organizing districts. 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 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.
4. The Districting and Representation Committee will organize districts in accordance with criteria approved by the Assembly and make initial assignments of academic staff to each district. Thereafter the Districting and Representation Committee 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 Districting and Representation Committee 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.
5. Individuals or groups presenting a reasonable basis for assignment to a different district, or to a new district, may appeal to the Districting and Representation Committee for reassignment. The Districting and Representation Committee, while adhering to the basic districting criteria approved by the Assembly, will give every consideration to possible district changes for individuals or groups.

6. A list of districts with assigned organizational or professional units and/or position titles shall be available from the Secretary of the Academic Staff.

D. Election Processes.

1. Nominations.

- a. Any member of the academic staff holding a paid appointment shall be eligible to serve in the Assembly.
- b. The Secretary of the Academic Staff shall seek nominations not later than March 15 of a district's election year. Any member of the academic staff may nominate an interested eligible member from her or his district for election to the Assembly. Nominations will be accepted by the Secretary of the Academic Staff until April 15 of a district's election year.
- c. Eligibility questions will be resolved by the Districting and Representation Committee.
- d. If there are no nominations at the time of election, the ASEC and the Secretary of the Academic Staff shall seek a volunteer from among the members of the district to serve the term. ASEC may appoint the volunteer as the representative of the district without conducting an election.

2. Elections.

- a. If the nominating procedure results in more than two nominees for a district, a primary election will be held not later than May 1. 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.
- b. 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.
- c. The ASEC, 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 the election results no later than 96 hours after the deadline for the return of ballots.
- d. If the nomination procedure results in only one nominee from a district, ASEC may appoint the unopposed candidate as the representative of the district without conducting an election.

3. **Terms of Office.** Representatives will serve two year terms, except as noted in 13.02.D.5., 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.

4. Alternates.

- a. An alternate from the district shall be designated by each representative. The names of alternates should be reported to the Secretary of the Academic Staff as soon as possible, but no later than July 1.
- b. An alternate's name must be recorded on the official alternates listing in the Office of the Secretary of the Academic Staff prior to any participation by the alternate in any Assembly meetings.
- c. Alternates must attend Assembly meetings in the absence of elected representatives. When representing his or her district, the alternate has the same rights and responsibilities as the elected representative. The elected representative is responsible for notifying the alternate that her or his attendance will be required. The alternate shall notify the Secretary of the Academic Staff that he or she will be in attendance as the district's official representative.

5. Vacancies.

- a.** The office of the representative shall become vacant on incapacity, recall, or resignation, or if the district is unrepresented for four regular meetings of the Assembly annually without the authorization of the ASEC.
- b.** When an office of the representative becomes vacant, ASEC will appoint the alternate as the representative for the remainder of the term of office and will ask the new representative to name an alternate.
- c.** When an office of a representative becomes vacant and there is no alternate willing to serve the remainder of the term of office, the Secretary of the Academic Staff shall seek a volunteer from the members of the district to serve the remainder of the term. ASEC will appoint the volunteer to serve as the representative for the remainder of the term of office without conducting an election.

6. Recalling Representatives.

- a.** 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 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 13.02.D.5. will be followed.
- b.** The ASEC, 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 the election results no later than 96 hours after the deadline for the return of ballots.

E. Organization of the Assembly.

- 1. Presiding Officer.** The chancellor is the presiding officer at meetings of the Assembly. If the chancellor is not present, the provost presides. If neither is present, the Chair of the ASEC or her or his designee will preside.
- 2. Secretary of the Assembly.** The Secretary of the Academic Staff shall serve as Secretary of the Assembly.

F. Responsibility of the Assembly to ASEC.

- 1. Election Responsibilities.** The Assembly or a designated committee of the Assembly, in conjunction with the provost (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.
- 2. 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 involve the ASEC in ongoing discussions.

13.03. Meetings.

- A. Meeting notification.** As specified by Wisconsin State Statutes, meeting notification and the agenda will be posted. Posting sites will include Bascom Hall and other locations as designated by the ASEC to ensure broad notification.
- B. Regular meetings.** The Assembly will hold regular meetings at 3:30 p.m. on the second Monday of each month during the academic year. If the second Monday of the month falls on a legal holiday, the meeting is held on the first subsequent Monday that is not a legal holiday. The announced day, time and place of the meeting may be changed at the discretion of the ASEC with the consent of the chancellor or provost. Regular meetings may be canceled by the chancellor or provost with consent of the ASEC if there is no significant business to be transacted.

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

D. Special meetings. Special meetings of the Assembly shall be held at the call of the chancellor or provost, 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 paid appointment at UW-Madison. Notice of a special meeting shall be sent to each representative so as to be received at her or his office at least 24 hours prior to the meeting.

E. Quorum. A Quorum is a majority of the members of the Assembly as defined in 13.02.A.

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

G. Agenda.

1. Preparation. The ASEC and the Secretary of the Academic Staff, in conjunction with the chancellor or provost, shall prepare the agenda for meetings of the Assembly.
2. Distribution. The Secretary of the Academic Staff will distribute 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 Associated Students of Madison, 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 or provost at least seven days before the meeting.
3. Additions to Agenda. 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 paid appointment at UW-Madison. The deadline for submitting such requests to the ASEC shall be ten working days prior to the Assembly meeting.

H. Order of Business.

1. Call to Order
2. Approval of the Minutes
3. Announcements
4. Question Period
5. Informational Reports by the ASEC and Committees
6. Agenda Items

I. Question Period.

1. Questions for the Chancellor or Provost.
 - a. Representatives and other members of the academic staff may address questions to the chancellor or provost.
 - b. The ASEC Chair (or designee) shall preside during the questions to the chancellor or provost, and the amount of time will vary at the discretion of the ASEC Chair.
2. Questions for the ASEC Chair. All members of the University community may submit questions for the ASEC Chair.
3. 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.
4. 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.

5. **Supplementary Questions.** Any member of the Assembly may ask supplementary questions arising out of the reply of the chancellor or provost, 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.
6. **Questions from the Floor.** Time permitting, the presiding officer may allow questions from the floor by Assembly representatives.

J. Attendance.

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

K. Participation Privileges.

1. **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.
2. **Motions.** Only elected Assembly representatives (or the alternate in a representative's absence) and ASEC members may offer motions or second motions in meetings of the Assembly.

L. 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.

M. Reconsideration.

1. **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 13.03.L.1.b.
 - b. 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.
2. **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.

N. 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 in accordance with the Wisconsin Open Meetings Law.

O. Closing Debate.

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

13.04 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 rules and any special rules of order the Assembly may adopt.

13.05. Amendments to Chapter 13.

Amendments to this chapter 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 rules changes indicated herein do not apply to changes that would alter the basic structural elements included in or referenced in 13.06.

13.06. Structural Changes.

A. 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:

1. **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.
2. **ASEC Elections.** An Academic Staff Executive Committee (ASEC) shall be elected by the academic staff from the academic staff at large.

B. Requirements For Making Structural Changes.

1. **Petitions.** Proposals for restructuring the Assembly or the ASEC must be by petition to the ASEC by 100 members of the academic staff holding paid appointments at UW-Madison.
2. **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.
3. **Ratification.**
 - a. 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.
 - b. The ASEC, 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 the results no later than 96 hours after the deadline for the return of the ballots.