

BYLAWS OF THE CONSTITUTION OF THE

# APT COUNCIL

UNIVERSITY OF ALASKA ANCHORAGE

## **ARTICLE I: MEMBERSHIP**

- Section 1.** The APT Council shall consist of fifteen (15) APT employees elected by the general membership. Of the fifteen (15) council members, one (1) seat shall be reserved for each of the extended campuses (Kenai College, Kodiak College, Mat-Su College, and Prince William Sound College) in the UAA system. The remaining eleven (11) positions shall be filled from the general APT membership.
- Section 2.** All Council members will hold two year/staggered terms.
- Section 3.** Any member may resign by filing a written resignation with the Council President.
- Section 4.** Any member missing three consecutive regular Council meetings without good cause shall be removed from the Council as determined by Council action.
- Section 5.** The Council President may appoint an APT employee to fill any Council seat that becomes vacant. An APT employee from that campus shall fill seats vacated by an extended campus representative, if there is an APT employee available and agreeable to the appointment. If no one is found to represent that extended campus, the Council President may then appoint an APT employee at large to fill the vacancy for the remainder of the vacated term.

## **ARTICLE II: QUORUM**

- Section 1.** A quorum for the monthly Council meeting shall be at least fifty percent (50%) of the Council members. General Council business will be approved by a majority vote of the Council members present.

**ARTICLE III: OFFICERS**

**Section 1.** The Council will elect, from among its members, a President who will serve a one-year term and who will preside at meetings and will have the authority to appoint ad hoc committees and their membership, as needed. The President will serve as the APT representative to the Staff Alliance. The President may assign these duties to another member of the APT Council as deemed necessary.

**Section 2.** The Council will elect a Vice President and Secretary/Treasurer for one year terms. In the President's absence, the Vice President will act on his/her behalf. The Secretary/Treasurer's purpose will be to keep and disseminate minutes of the meetings, maintain the correspondence and records for the organization.

**ARTICLE IV: UNIVERSITY ASSEMBLY REPRESENTATION**

**Section 1.** The President will act as spokesperson for the Council and act as one of five APT representatives to the UAA University Assembly. The remaining four representatives to the University Assembly will be elected by and from the APT Council.

**ARTICLE V: ELECTIONS**

**Section 1.** Elections will be held each year in April and Council members will take office May 1.

**Section 2.** Each eligible APT employee will cast a number of ballots equal to the number of seats being elected. The winner for the vacant seats will be determined by taking the candidate with the greatest number of votes and moving downward until all seats are filled. In case of ties for the final remaining seat, there will be a run-off election.

**Section 3.** The methods of nominating and voting for Council members will be as follows:

a. Nominations. A ballot will be circulated to the general membership, which lists the positions to be filled. The name of the person may be written in for each office.

b. Voting. A ballot will be circulated to the general membership, which lists the candidates nominated for each position. The

membership will be asked to vote for one candidate for each position.

- c. Members will be asked to submit their ballots in a sealed envelope. The ballots will be opened and counted in the presence of at least two Council members.

## **ARTICLE VI: COMMITTEES**

**Section 1.** Council standing committees shall be:

- a. Staff Affairs Committee
- b. Budget and Planning Committee

**Section 2.** Standing committee memberships will be appointed by a majority vote of the Council.

**Section 3.** Standing committee chairpersons will be elected by and from the Council.

**Section 4.** All committees will report to the body through the President.

## **ARTICLE VII: PROCEDURES FOR AMENDMENTS**

**Section 1.** Bylaws may be amended by a two-thirds vote of the Council members by written ballot.