



**Northeastern  
Illinois  
University**

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**NORTHEASTERN ILLINOIS UNIVERSITY- EL CENTRO  
ADVISORY COUNCIL  
BY-LAWS**

**Article I**

**Name**

**A. Council.** This advisory body shall be designated the Northeastern Illinois University-El Centro Advisory Council. The Council is originally established by the President of Northeastern Illinois University (NEIU). The Council is established in accord with NEIU Constitution and By-Laws.

**B. Location.** The location for communicating the Council shall be that of the NEIU-El Centro 3119 North Pulaski Road, Chicago, Illinois 60641.

**ARTICLE II**

**Purpose**

**A. Purpose.** The Council shall advise the Director in the setting of basic goals, policies and procedures for NEIU-EL CENTRO. It shall make recommendations regarding program plans, and provide for continuing analysis of need for education, training and related services. The Council shall make recommendations based upon its analysis to the Director.

**ARTICLE III**

**Membership**

**A. Chairperson.** The Chairperson of the Council shall have the responsibility to convene meetings, appoint committees, and prepare the agenda in conjunction with the Director.

B. Members. The council shall consist of not less than 11 or more than 13 members. It shall be composed of approximately: 1/3 faculty, 1/3 of community representatives, and 1/3 of students. New members of the Council shall be recommended for appointment to the Vice President for Academic Affairs by the Chairperson after consultation with the Advisory Council and the Director. Upon receipt of written communication from the Vice-President for Academic Affairs (s) he is to be considered an official member of the Advisory Council.

C. Term. The member of the Council shall serve for a term of two years, and the term shall be staggered. The Director and the Advisory Council shall be without obligation to recommend the reappointment of any member, but they shall consider the attendance the reappointment of any member, but they shall consider the attendance and work record in forming their recommendation. In the event that a member is absent for three regular meetings without an excuse, the Chairperson and Director shall communicate to the member in writing and request a response in writing from the member in writing and request a response in writing from the member informing the Council of his/her intention to continue or not to continue as a member.

D. Resignation. Should any member resign during the term of his/her appointment, the Director and the Advisory Council may seek a replacement to serve out the unexpired term.

## ARTICLE IV

### Meetings

A. Regular Meetings. The Council shall meet at least once prior to each NEIU semester, at a time and place designated by the Chairperson, or as often as otherwise deemed necessary. Notice and the agenda for the meeting shall be given to the members at least 5 days prior to the meeting.

B. Special Meetings. The Chairperson shall carry any special meetings that in his/her judgment may be required to accomplish the work of the Council. Notice and the agenda of any such meeting shall be given to the members at least 48 hours prior to the meeting.

C. Fiscal Year. The business of the Council shall be conducted on a fiscal year beginning July 1 and ending June 30.

## ARTICLE V

### Quorum

A. Quorum. A quorum shall exist when 51% of the membership of the Council are present. No official business of the Council shall be sustained in the absence of a quorum, but business may be conducted, at the option of the Chairperson, subject to ratification of the minutes, resolution and motions of the meeting at the next subsequent meeting by a majority of the members of the Council present and voting.

B. Voting. A question shall be carried by a majority vote of a quorum voting.

C. Rules. All meetings of the Council shall be governed by Robert's Rules of Order, Revised.

## ARTICLE VI

### Subcommittees

A. Subcommittees. The Chairperson shall recommend to the Council such subcommittees as may be required to accomplish the work of the Council. Any subcommittees shall be established by the Chairperson. Any standing subcommittee may be established by a majority vote.

B. Standing Subcommittees. The following standing subcommittees is hereby established and constituted:

1. The Standing Subcommittee shall manage and coordinate the work of the Council in the interim between regular meetings of the Council. The Executive Subcommittee consists of the officers of the Council and is composed of the Chairperson, Vice-Chairperson, the Secretary, plus the Director.

The Chairperson of the Council shall be the Chairperson of the Executive Subcommittee.

## ARTICLE VII

### Amendment of By-Laws

A. Amendment. Amendment to these by-laws may be proposed in writing at any regularly scheduled meeting of the Council. The Chairperson shall mail copies of proposed amendment to each member at least five (5) days prior to the meeting at which voting on any amendment will.

B. Voting. Voting on proposed amendment shall take place at the first regularly scheduled meeting of the Council following the meeting at which the amendment was proposed, unless the Chairperson determines that more time for deliberation is necessary; then (s)he shall notify the Council of the meeting when the amendment shall be called for Council approval.

C. Adoption. Any amendment proposed to the Council shall only be adopted by a vote of two-thirds of the members of the Council present and voting.

## ARTICLE VIII

### Procedures

A. Business. The order of business before the Council during the regular meetings shall be as follows:

1. Roll call;
2. Consideration of the minutes;
3. Unfinished business;
4. Agenda items;
5. New business; and
6. Adjournment.

B. Agenda. The agenda shall be prepared in advance by the Chairperson and the Director. A copy shall be sent to all members of the Council with the notice of the meeting

five-days in advance of the meeting. Any person other than a member who requests to make a presentation to the Council must do so in a written letter to the Chairperson of the Council. The Chairperson will respond with a letter inviting the person to meet with executive member of the Council and its Director. It is up to this executive body to decide whether or not the request shall be granted.

## ARTICLE X

### Adoption

A. Adoption. These by-laws shall be adopted by an affirmative vote two-third of the members present and voting.

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