

**STATE OF CONNECTICUT
MANAGEMENT ADVISORY COUNCIL (MAC)**

BY-LAWS

I. PURPOSE

In accordance with Executive Order #6 dated 1/25/83, the purpose of The Management Advisory Council, hereinafter referred to as MAC, is to provide a forum for communication between managers and appointed and elected officials to improve managerial effectiveness and productivity of State executive branch agencies.

II. SCOPE OF RESPONSIBILITY

To address and consider issues and make recommendations to the Administration for the improvement of State government operations; and for the involvement of managers in consideration of:

- A. Methods and procedures;
- B. Availability and management of resources;
- C. Professional/Management Skills development;
- D. Improved communication;
- E. Compensation and Performance Evaluations;
- F. Working conditions;
- G. The Formation of Department-based Managerial Groups/Committees (e.g. Mini-Mac's);
- H. Other Related and Appropriate Subjects.

III. MEMBERSHIP ELIGIBILITY AND ELECTION

- A. There will be one Representative and one Alternate elected from each State department, except Higher Education, as defined in Section 4-38c of the Connecticut General Statutes, as amended, and the Offices of the Comptroller, Attorney General, Treasurer and Secretary of the State. All agencies assigned to departments for administrative purposes as described in Section 4-38f of Connecticut General Statutes, as amended, shall be considered part of said department for the purposes of MAC membership, except as specifically provided otherwise in this section.

The following agencies shall be entitled to MAC representation notwithstanding their omission from C.G.S. Section 4-38c and/or their assignment to another department for administrative purposes: Connecticut Agricultural Experiment Station, Board of Education & Services for the Blind; Commission on Human Rights & Opportunities; Department of Information Technology; Military Department; Board of Parole; Division of Special Revenue, Office of State Ethics and State Elections Enforcement Commission.

Any agency, or any voluntary consolidation of related agencies, with four or more managerial employees may request to have MAC representation. Any such request shall be referred to the MAC Executive Committee and, if approved by the committee, shall be processed as a proposal for by-law amendment.

Managerial employees of the Department of Higher Education or who are not employed by a unit defined either by Section 4-38c or f, shall be represented by the Vice-Chairperson acting as "Representative-at-Large".

- B. A "Managerial Employee" is any State employee on the Management pay plan or any senior executive service manager, other than appointed or elected officials.
- C. Representatives and Alternates shall be elected pursuant to the following schedule:
 - 1) The Representative and Alternates from the following departments shall be elected by Managerial Employees to serve a two-year term commencing January 1st of odd-numbered years:
 - Administrative Services
 - Agriculture
 - Children & Families
 - Correction
 - Economic & Community Development
 - Education & Services for the Blind
 - Elections Enforcement
 - Emergency Management & Homeland Security
 - Information Technology
 - Insurance
 - Mental Health & Addiction Services
 - Parole
 - Public Health
 - Public Safety
 - Public Utility Control
 - Revenue Services
 - Secretary of the State
 - Veterans' Affairs

- 2) The Representative and Alternates from the following departments shall be elected to serve a two-year term commencing January 1st of even-numbered years:

Agricultural Experiment Station
Attorney General
Banking
Comptroller
Consumer Protection
Developmental Services
Education
Environmental Protection
Ethics
Human Rights & Opportunities
Labor
Military
Motor Vehicles
Policy and Management
Public Works
Social Services
Special Revenue
Transportation
Treasurer

- D. The biennial department election results shall be reported to MAC no later than the December meeting. A special election shall be held to fill any Representative or Alternate vacancy. Special election results shall be reported to MAC at the next scheduled MAC meeting.
- E. Both the Representatives and the Alternates are encouraged to attend any MAC meetings and to participate actively as members of MAC committees. A department's lack of representation (Representative or Alternate) at three consecutive meetings will result in an inquiry by the Chair.
- F. A department which has been requested by the Chairperson to elect a new Representative and Alternate shall not be regarded as a department for the purpose of quorum determination, until such election has been conducted and the results certified by the Credentials Committee.
- G. The Representative and Alternate from any department which has been consolidated into or succeeded by a successor department shall continue to serve their duly elected terms, at the conclusion of which the former department shall cease to be entitled to a Representative or Alternate.

- H. The Representative and Alternative from any department or agency which is newly granted MAC representation shall serve for the duration of the biennial term applicable to that department or agency.

IV. NOMINATION AND ELECTION

- A. Election of officers shall be by secret, written ballot, and decided by a majority vote of the voting Representatives present at the June meeting. A Nominating committee shall be elected at a meeting in April. This Committee shall consist of three Representatives who are not current officers. The Nominating Committee will present a slate for the offices of Chairperson, Vice-Chairperson, Secretary and Treasurer at the May meeting. A nominee must be the Department's elected Representative or Alternate. Nominations from the floor will be entertained at the May meeting and all nominations will close at the May meeting. At the June meeting, a vote shall be held and the result will be announced.
- B. A special election may be called by the Chairperson when a vacancy occurs in the Office of Vice-Chairperson, Secretary or Treasurer.
- C. The term of office for officers shall be one year commencing July 1st. In the event that any officer loses status as Department Representative or Alternate, he/she may serve out the term as an officer so long as he/she retains status as a managerial employee. Such officer shall become an ex-officio Representative or Alternate, without vote, at MAC meetings but shall otherwise function as his/her officer status dictates.
- D. Duties:
 - 1. The Chairperson will preside at meetings, decide tie votes; sign and convey written communications to the Administration and be the recipient thereof; designate task groups, their members, and if necessary, be an ex-officio member of all task groups; dissolve task groups when their purpose has been accomplished; and perform other functions as are necessary to conduct business in non-binding discussions with the Administration.
 - 2. The Vice-Chairperson will preside at regular meetings of the MAC in the absence of the Chairperson and will act as Representative-at-Large in behalf of those employees of the Department of Higher Education who are not included under C.G.S. Sections 4-38c or f. In the event that the Chairperson is unable to carry out his/her duties, the Vice-Chairperson shall succeed to the Chair. In the event of a vacancy in the office of Vice Chairperson, the Chairperson shall assume these duties.
 - 3. The Secretary will be responsible for the recording of the proceedings of each meeting, its publication, and distribution to all Representatives, and the Administration, in a timely fashion prior to the next scheduled meeting. Minutes will be approved at the next scheduled meeting by a majority of

Representatives present. The Secretary will maintain an organized file of all correspondence, both to and from MAC. If the by-laws are modified, or amended, the Secretary will correct and disseminate the change(s) to each Representative, Alternate, and the Administration prior to or at the next scheduled meeting.

4. The Treasurer will be responsible for the receipt and expenditure of all MAC funds. Upon assuming office the treasurer will create and maintain an account from which all funds will be deposited and all expenses paid. The Treasurer will provide a monthly report to the Council, providing an accounting of all activities since the last report.

V. COMMITTEES

- A. There will be an Executive Committee consisting of the officers and the immediate past Chairperson. If the immediate past Chairperson is unavailable to serve, then the Chairperson of the Credentials Committee shall serve in his/her place. The committee's function will include, but is not limited to: the setting of agenda for MAC meetings and coordination of Committee and task group activities.
- B. There shall be a Credentials Committee. Each department or office, as defined in 3A, shall determine the method by which each managerial employee shall have an opportunity to vote for a Representative and Alternate and filling of vacancies in those positions. The head of each department or office shall provide to the Committee a written description of such method and the names of the Managerial Employees so elected. The Credentials Committee may recommend to the MAC the decertification of any Representative or Alternate if the Committee determines that the election procedures do not comply with these by-laws.

VI. TASK GROUP STRUCTURE

Task groups will be established for specific purposes which will be provided, in writing, by the Chairperson. They will be dissolved when their purpose is accomplished. Task groups consisting of two or more members shall designate a leader and a written record of task group action shall be maintained.

VII. MEETINGS

- A. Regular meetings will be held no less than bi-monthly at a convenient time and place, with notification given to each Representative at least two weeks prior to the meetings.
- B. Special meetings may be convened at the call of the chairperson.
- C. Special meetings may also be convened by the chairperson upon petition of one half of the MAC membership.

- D. The chairperson shall provide at least two business days' notice to each representative of any special meeting.
- E. A quorum for meetings shall be one-third of the current number of Representatives.
- F. On any vote taken by the MAC, only the Representative or the Alternate will be entitled to cast a vote.

VIII. BY-LAWS MODIFICATION OR AMENDMENT

- A. Proposals for by-law amendment may be initiated by:
 - 1. the Executive Committee
 - 2. a Representative; or
 - 3. the Credentials Committee
- B. If a proposed by-law amendment is initiated under A. (1) or (2), referral to the Credentials Committee will be in order.
- C. The Credentials Committee shall review any proposed amendment prior to its presentation for MAC action. The Credentials Committee shall recommend action to the MAC in one of the following forms:
 - 1. Report for favorable action on the proposed by-law by the MAC; or
 - 2. Report for unfavorable action on the proposed by-law by the MAC.
- D. The Credentials Committee shall provide the final written form of the proposed by-law amendment to the MAC.
- E. By-law amendments must be approved by two-thirds of the Representatives present at the next regular or special meeting but no sooner than two weeks after its distribution, in writing, to MAC Representatives.

IX. ROBERTS RULES (REVISED)

Absent other rules, Roberts Rules (revised) shall be used as the procedural guideline for the MAC.