

**AMENDED
CONSTITUTION
AND BY-LAWS
OF THE COUNCIL
OF IRRI EMPLOYEES
AND MANAGEMENT
(CIEM)
(AS OF JANUARY 1, 1985)**

INTERNATIONAL RICE RESEARCH INSTITUTE
LOS BAÑOS, LAGUNA, PHILIPPINES

AMENDED
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I. INTRODUCTORY STATEMENT

The employees of the Institute and its Management recognize the importance of harmonious employee-employer relations, and that one way of maintaining this harmony is to have a continuous and meaningful dialogue. While it is true that employees have free access to their line supervisors, their department heads, the Personnel Office and the Office of the Directors, to whom they can bring individual proposals, recommendations, problems or complaints, direct communication between individual employees and management is not always possible because of the great number of employees, the natural reluctance, timidity or lack of communication skills of some, and because of time constraints and pressure of work both on the part of the employees and management. To remedy this situation, a Council of IRRI employees and Management is hereby created.

The Council of IRRI Employees and Management (hereinafter referred to as CIEM or simply as Council) shall serve as channel of communication between employees and the Institute's Management and shall be charged with the function of bringing to the attention of the Director General such proposals, recommendations, problems or complaints that are of common concern to the Institute employees and are affecting or will affect their general welfare.

Creation of the Council, which will be composed of employee as well as management representatives, is expected to establish, for the employees as well as for the management, as many possible points of contact between the employees and management on matters of mutual interest in order to secure greater efficiency, understanding, cooperation, mutual confidence and goodwill.

II. OBJECTIVES OF THE COUNCIL

1. The Council shall serve as a forum for regular dialogue between employees of the Institute and its Management;
2. The Council shall promote, on a sustained and systematic basis, the establishment of positive cooperation between the Institute's employees and management with the end in view of making them true partners in the pursuit of justice-based development;

3. The Council shall try to improve employee-management relations, and to this end shall strive to study, develop and make appropriate recommendations on such subjects as equitable remuneration and fringe benefits, proper working habits, sanitation and safety in their work place and other matters that will redound to the mutual benefit of the employees and the Institute's Management;

4. The Council may also consider matters affecting the entire IRRl community.

III. POWERS OF THE COUNCIL

All decisions and actions of the Council on any matter brought before it and within the purview of its objectives shall be recommendatory and subject to the approval of the Institute's Director General and, where necessary, the concurrence of the Institute's Board of Trustees.

In cases where all the Management representatives to the Council unanimously agree that approval of such action or decision by the Director General is not necessary, the Council's decision or action shall be final.

IV. COMPOSITION OF THE COUNCIL

CIEM shall be composed of *twenty-five (25)** employee representatives to be elected by employees from each specific division of the Institute as indicated in the Scheme of Division attached hereto as Annex "A", plus four (4) representatives from the Institute's Management, who shall be appointed by the Director General.

Only regular employees, as defined in the Personnel Manual, are qualified to be elected as employee representatives in the Council. However, any regular employee who at the time of the election, is under preventive suspension or is under suspension without pay for fifteen (15) days or more, is automatically disqualified from being elected as an employee representative in the Council.

All regular, probationary and project employees, as defined in the Personnel Manual, are qualified to vote in the election of employee representatives to the Council.

Members of the senior professional and administrative staff are disqualified from voting or being elected as employee representatives to the Council. They are also prohibited from engaging in any activity that would tend to influence or affect the

*(As amended by CIEM Res. No. 84-07 approved by the Director General in Memo No. 84-161 dated November 15, 1984.)

outcome of the election in favor of or against any particular candidate. However, they are qualified to be appointed as management representatives to the Council.

V. ELECTION OF EMPLOYEE REPRESENTATIVES TO THE COUNCIL

The election of employee representatives to the Council by secret ballot shall be held every year simultaneously in all divisions where there are vacant positions for employee representatives *except that in the elections to be held in December, 1984, all the twenty-five (25) positions of employee representatives are to be considered vacant.** An appropriate work day in the month of December shall be designated* by the Institute's Director General as *election day.** The Director General shall announce the date of the election at least two weeks in advance.

On election day, voting shall start at 8:30 in the morning. The ballot boxes shall be closed promptly at 12:00 noon and thereafter, no more vote will be accepted.

Qualified voters in each division shall vote only for the candidates in their respective divisions.

*(As amended by CIEM Res. No. 84-07 approved by the Director General in Memo No. 84-161 dated November 15, 1984.)

No voting by proxy shall be allowed. However, qualified voters who expect to be away from their work place on election day because of a duly approved official trip, may be allowed to vote by submitting their ballots in a sealed envelope to the Committee on Elections on any work day within two weeks immediately before election day.

Any qualified employee may become a candidate either by directly filing a certificate of candidacy with the Committee on Elections or upon written nomination of at least five (5) qualified voters from the division concerned, with the written consent of the nominee.

A Committee on Elections is hereby created to supervise the elections, prepare the necessary ballots and ballot boxes, indicate the polling places, tabulate the ballots cast and report the results thereof to the Director General.

The Committee on Elections shall be composed of a Chairman, a Vice-Chairman and three members, all of whom shall be appointed by the Director General.

Members of the Committee on Elections are disqualified to vote or to be elected as employee representatives in the Council.

The Committee on Elections may appoint as Election Deputies such other employees as may be necessary to assist in the supervision and conduct of the elections. It may also promulgate such necessary rules and regulations as may be necessary to assure fair and honest elections.

All divisions will elect only one representative each and the candidate obtaining the highest number of votes shall be declared the duly elected employee representative in each particular division.

In case two or more employees obtain the same number of votes for first place in a Division, the tie shall be decided by the candidates drawing lots under the supervision of the Committee on Elections.

VI. TENURE OF OFFICE OF REPRESENTATIVES TO THE COUNCIL

*The twenty-five (25) duly elected employee representatives to the Council in the December, 1984 elections shall draw lots among themselves, under the supervision of the Committee on Elections to decide the thirteen (13) employee representatives who shall have a one-year tenure of office and the twelve (12) employee representatives who shall have a two-year tenure of office.**

*(As amended by CIEM Res. No. 84-07 approved by the Director General in Memo No. 84-161 dated November 15, 1984.)

*The tenure of office of employee representatives duly elected in a regular election shall start from the first day of January subsequent to said election and shall end on the 31st day of December of the same year for those with a one-year tenure, and on the 31st day of December of the next year, for those with a two-year tenure.**

All employee representatives to the Council elected in a regular election subsequent to the election in December, 1984,* shall serve for two years until their successors are duly elected and qualified.

In case an employee representative to the Council resigns, retires, dies or otherwise becomes disqualified or incapacitated during his term of office, the employee who obtained the next highest number of votes in the last election, shall serve in his place as employee representative to the Council for the unexpired term or until his successor is duly elected and qualified.

In case the vacancy cannot be filled in the above manner, a special election may be held for this purpose, *when so decided by the Director General.**

*(As amended by CIEM Res. No. 84-07 approved by the Director General in Memo No. 84-161 dated November 15, 1984.)

No alternate may replace an employee representative to the Council during his temporary absence, *except that when such an employee representative goes on sick leave for more than 3 months, or has to leave Los Baños for more than three months due to an official work assignment to an outreach or collaborative project whether in the Philippines or abroad, or due to an official training program or Institute scholarship award or similar reasons, he may be replaced by the employee who obtained the second highest number of votes in the same division, such replacement to be effective only during the duration of the sick leave or temporary absence of the duly elected CIEM employee representative.**

The term of office of the Management representatives to the Council shall be at the pleasure of the Institute's Director General.

VII. FIRST ORGANIZATIONAL MEETING

Upon receiving the report of the Committee on Elections as to who are the duly elected members of the Council, the Director General shall announce through a general memorandum the names of the duly elected employee representatives as well as the management representatives to the Council. Thereafter the Director General shall set the time, date and place of their formal induction into office.

*(As amended by CIEM Res. No. 84-07 approved by the Director General in Memo No. 84-161 dated November 15, 1984.)

After the induction, the Director General shall convene the Council to their first organizational meeting wherein he will act as the temporary presiding officer until the members of the Council have elected the Chairman. As soon as the Chairman is elected, the Director General shall relinquish to the Chairman the position of presiding officer of the Council.

VIII. OFFICERS OF THE COUNCIL

During the first organizational meeting of the CIEM, members of the Council shall elect, from among themselves, the following officers:

- | | |
|-------------------|-------------------------|
| (a) Chairman | (c) Secretary |
| (b) Vice-Chairman | (d) Assistant Secretary |

The Chairman shall be the Chief Executive of the Council and shall preside over all its meetings. He shall, with the approval of the Council, promulgate procedural and house rules to govern the conduct of Council meetings and shall set the time, date and place of the regular monthly meetings of the Council.

The Vice-Chairman shall assist the Chairman in all his functions and shall discharge the duties and responsibilities of the Chairman, in case of the latter's incapacity or absence.

The Secretary shall keep records of the minutes of meetings of the Council as well as the minutes of the meetings of the Council with the Director General. The Secretary shall also assist the Chairman in setting meetings of the Council members among themselves and with the Director General.

The Assistant Secretary shall assist the Secretary in his or her functions and duties and shall discharge those functions and duties in case the latter is absent or incapacitated.

*In case the position of the Vice Chairman or Assistant Secretary becomes vacant the replacement shall be elected by the members from among themselves during the CIEM's next regular meeting.***

IX. DUTIES AND RESPONSIBILITIES OF COUNCIL REPRESENTATIVES

It shall be the duty of every employee Council member to try to know each and every employee in his or her division and to get acquainted with their problems as Institute employees. To this end, the Council members should have informal meetings with individual employees or groups of employees in the department

** (As amended by CIEM Res. No. 80-01 approved by the Director General on February 21, 1980.)

or division represented. Meetings of the Council members with all or some of the employees within the department or division during office hours may be arranged with the advance approval of the respective department head(s) concerned. Requests to hold such meetings shall be coursed through the Director for Administration, specifying the time, date and place where the meeting will be held. However, such meetings shall be for not more than one hour each time and not more often than twice a month.

X. MEETINGS OF THE COUNCIL

The Council shall meet regularly once a month at the time, date and place set by the Chairman with the approval of the Council members. Written notification of the meeting shall be sent to each Council member at least two (2) days in advance. The meetings shall be held in the Institute's offices in Los Baños, normally during office hours. The Council may also hold special meetings as often as necessary on the call of the Chairman or *seven (7)**** members of the Council.

*Thirteen (13)**** or more members of the Council shall constitute a sufficient quorum for its regular or special meetings.

*** (As amended by CIEM Res. No. 84-10 approved by the Director General on December 13, 1984.)

The agenda of meetings of the Council shall follow the following pattern:

1. Call to order
2. Certification of Quorum
3. Reading and approval of the minutes of the previous meeting(s)
4. Report of the Chairman (if any)
5. Reports of the Committee Chairmen (if any)
6. Other matters.

XI. MEETINGS OF THE COUNCIL WITH THE DIRECTOR GENERAL

The Council shall have a regular meeting with the Director General or the Acting Director General once every three months. The Chairman or in his absence or incapacity, the Vice-Chairman, shall take the initiative in arranging the date, time and agenda of the regular meeting with the Director General. In case the Council decides that it has no worthwhile topic or issue to take up with the Director General, the Chairman shall so inform the Director General that there is no necessity to hold a particular regular meeting.

In addition to the regular quarterly meetings, the Council may also arrange special or emergency meetings with the Director General on issues or problems that need immediate action or solution.

Both with respect to the regular and special or emergency meetings of the Council with the Director General, an agenda specifying the items to be discussed should be submitted in advance by the Chairman of the Council to the Director General.

Meetings of the Council with the Director General shall be confined to the approved agenda. The Director General may request any member of his staff to be present and participate in such meetings.

The Director General may also request special meetings with the Council.

XII. STANDING COMMITTEES

The Council shall form and organize the following Standing Committees:

1. Personnel Committee
2. *Compensation and Economic Committee*****
3. Safety Committee
4. *Health & Medical Committee*****
5. Grievance Committee

The Personnel Committee shall concern itself with such matters affecting personnel as training, education, sports, transfers, promotions or demotions, absenteeism, tardiness, disciplinary actions.

****(As amended by CIEM Res. No. 84-09 approved by the Director General on December 13, 1984.)

*The Compensation and Economic Committee shall look into matters affecting remuneration and wage rates for all workers and employees, adjustment of economic benefits and similar matters, shall conduct such surveys and studies as may be necessary to make recommendations to the Council for modification of compensation packages of Institute employees.*****

The Safety Committee shall make a continuing study on the safety of the work places and working conditions in the Institute and make appropriate recommendations to the Council with the objective of encouraging the observance and implementation of safety measures among Institute employees.

The Health and Medical Committee shall undertake a continuous study regarding matters affecting medical, surgical, dental care, eye care and hospitalization benefits. It shall receive from any employee suggestions and complaints if any, relevant to services rendered by the Institute's clinic and accredited hospitals and make reports and recommendations to the Council during its meetings.

*The Health and Medical Committee shall also undertake studies periodically to determine cost of dental care, hospitalization, medical, surgical, eye care and doctor's*****

****(As amended by CIEM Res. No. 84-09 approved by the Director General on December 13, 1984.)

*services and to make appropriate recommendations towards the reduction and prevention of sickness among employees of the Institute.*****

The Grievance Committee shall recognize the original and appellate jurisdiction of the immediate supervisor, department head of the employee, Personnel and Legal Department, the Director for Administration and Director General in handling grievances and complaints of employees, as provided in the Personnel Manual.

The Grievance Committee may, when requested in writing by an aggrieved employee, inquire with the Personnel and Legal Department about the alleged failure to act or to deliberately and unduly delay action on any legitimate grievance or complaint of any employee. If the Committee finds the report to be true, it shall adopt measures and make necessary recommendations to the CIEM as a body, to facilitate or expedite action on the grievance or complaint.

*The Grievance Committee shall, when requested in writing by the aggrieved employee ask for the reconsideration of the decision rendered on the complaint or grievance of any employee if the Committee finds sufficient and justifiable grounds for such action.*****

****(As amended by CIEM Res. No. 84-09 approved by the Director General on December 13, 1984.)

Each standing committee shall be composed of a chairman and four members to be appointed by the Council Chairman from among the employee representatives.

Each standing committee shall meet at least once in two (2) months. Special meetings shall be held upon call by its Chairman or upon request of at least three (3) Committee members. Three (3) members of a standing committee constitute a quorum for a regular or special meeting.

*In the absence or disability of the Committee Chairman, the Committee members present shall elect a temporary chairman for that meeting. A vacancy in any standing committee shall be filled by another employee representative to be appointed by the Council Chairman. *****

The Council may authorize the formation of such Ad Hoc Committees as may be necessary. Such Ad Hoc Committees will also be composed of a chairman and four (4) members to be appointed by the Council Chairman from among the employee representatives. Upon recommendation of the Chairman of a standing committee or the chairman of an Ad Hoc Committee, the Council Chairman may appoint any Institute employee as a resource person to attend the meetings of the committee concerned. ****

****(As amended by CIEM Res. No. 84-09 approved by the Director General on December 13, 1984.)

*All resolutions, decisions or recommendations of standing committees and Ad Hoc Committees shall be submitted to the CIEM for appropriate action. *****

XIII. RESIGNATION, IMPEACHMENT OR REPLACEMENT

Any employee representative to the Council may be removed from office by impeachment on any of the following grounds:

1. When the employee representative has not been performing his duties as such or has been absent in Council meetings five times or more without justifiable reason.
2. For gross violation of any of the provisions of this Constitution and By-Laws.
3. Other acts prejudicial to the objectives and interests of the Council.
4. Other grounds analogous to the foregoing.

The impeachment process may be initiated by a verified complaint from any Council employee representative which should be submitted to the CIEM. Such a complaint may also be initiated by any employee with the written concurrence of at least thirty (30%) percent of the constituents of the employee representative sought to be impeached. The Council shall then

****(As amended by CIEM Res. No. 84-09 approved by the Director General on December 13, 1984.)

conduct a hearing on the matter, giving an opportunity to the complainant and the respondent to present their sides. Removal from office of the employee representative against whom an impeachment complaint is filed shall be ordered only if two-thirds (2/3) or more of all the members of the Council (excluding the respondent) vote for impeachment.

*Thirteen (13)**** or more representatives to the Council may recommend to the Director General the replacement of a management representative to the Council based on any of the grounds for impeachment of an employee representative.

XIV. AMENDMENT AND EFFECTIVITY

This Constitution and By-Laws or any portion thereof may be changed, modified or amended upon recommendation of at least two-thirds (2/3) of all the members of CIEM. The recommendation shall be forwarded to the Director General. However, the change, modification or amendment shall take effect only upon approval by the Institute's Director General.

*** (As amended by CIEM Res. No. 84-10 approved by the Director General on December 13, 1984.)

**SCHEME OF DIVISION OF EMPLOYEE
REPRESENTATIVES TO THE CIEM**

1. *Division A*
 - a. Office of the Director General
 - b. City Office
 - c. Travel Section
 - d. Mail Section
 - e. Personnel and Legal Department
2. *Division B*
 - a. Protocol and Liaison
 - b. Budget and Accounts
 - c. Stores and Supplies
 - d. Purchasing and Shipping
3. *Division C*
 - a. Communication and Publications
 - b. Library and Documentation Center
4. *Division D*
 - a. Food and Housing Services
5. *Division E*
 - a. Agronomy
6. *Division F*
 - a. Plant Physiology
 - b. Phytotron and Tissue Culture

Annex "A" (continued)

- 7. *Division G*
 - a. Soil Microbiology
 - b. Cereal Chemistry
 - c. Pesticide Residue Lab
- 8. *Division H*
 - a. Soil Chemistry
 - b. Physics Unit
 - c. Analytical Service Lab
- 9. *Division I*
 - a. Entomology
- 10. *Division J*
 - a. Irrigation and Water Management
- 11. *Division K*
 - a. Plant Pathology
- 12. *Division L*
 - a. Statistics
 - b. Computer Center
- 13. *Division M*
 - a. Multiple Cropping
 - b. Rice Farming Systems
- 14. *Division N*
 - a. Training and Technology Transfer
- 15. *Division O*
 - a. Agricultural Economics

Annex "A" (continued)

- 16. *Division P*
 - a. Plant Breeding
- 17. *Division Q*
 - a. International Rice Testing Program
- 18. *Division R*
 - a. International Rice Germplasm Center
 - b. Seed Health Unit
- 19. *Division S*
 - a. Agricultural Engineering
- 20. *Division T*
 - a. Experimental Farm
- 21. *Division U*
 - a. Security Guards Office
- 22. *Division V*
 - a. Office of the B&P Manager
 - b. Instrument Repair, Electrical, Refrigeration, Janitorial, and Plumbing Sections
- 23. *Division W*
 - a. Motorpool Dispatching, Motorpool Vehicle Repair, Carpentry, and Painting Sections
- 24. *Division X*
 - a. Grounds
- 25. *Division Y*
 - a. Rat Control

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