To Be Adopted

Proposed Changes to UCR Bylaws: Chapters 1 - 7

PRESENT

Bylaws of the Riverside Division

PROPOSED

Bylaws of the Riverside Division

1. Authority, Duties, and Membership

1.1 The Riverside Division is a committee of the Academic Senate. The Division’s authority and duties are defined by the Bylaws of the Academic Senate and are derived from the Standing Orders of The Regents. The relevant parts of the Standing Orders of the Regents, Section 105, are set forth in Appendix 1. The Division has the authority to:

- Organize, select its own officers and committees, and adopt rules and regulations of the Academic Senate for the conduct of its business.
- Receive and consider reports and recommendations from faculties of colleges and schools located wholly or partly on the Riverside campus, from its Divisional committees, from local administrative officers, and from other divisions.
- Originate and take final action on legislation substantially affecting only the Division.
- Establish faculties in schools and colleges located wholly on the Riverside campus.
- Transmit directly to the President resolutions on any matter of University concern, subject to provisions of the
The members of the Riverside Division are:

The President of the University; the Chancellor, Vice Chancellors, Deans, Provosts, Directors of academic programs, the Admissions Officer, the Registrar, and the University Librarian at Riverside;

All officers of instruction at Riverside whose academic title entitles them, by Standing Order of the Regents 105.1, to membership in the Academic Senate;

Senate members holding Universitywide appointments who elect to enroll in the Riverside Division and who are not enrolled in any other Division; and
college, or Graduate Division subject to the jurisdiction of the Division.

Exercise all powers of the Academic Senate not specifically delegated to the Senate Assembly or to the standing committees of the Academic Senate. or to authorities delegated by the Academic Senate are reserved to the Division.

1.2 The role of the Division shall comprise those members of the Senate whose duties lie primarily on the Riverside campus. Members of the Senate holding only universitywide appointments shall be enrolled in the Riverside Division, if they so choose, but while so enrolled may not enroll in any other division; they shall report their choice to the Secretary-Parliamentarian of the Riverside Division. Meetings of the Division are open to all members of the Senate on the Riverside campus and to all Chairs of teaching and research departments in the colleges and schools of the Riverside campus, even though these Chairs may not be members of the Senate. Everyone listed in this bylaw as eligible to attend is likewise eligible to be granted the privilege of the floor. The Division may from time to time authorize attendance of other persons with or without eligibility for the privilege of the floor and with such other conditions as it may specify.

1.3 Instructors or Instructors in Residence with less than two years’ service may not vote in meetings of the Division, its Faculties, or in Academic Senate ballots.

Any other persons certified for membership by the Secretary-Parliamentarian of the Division in accordance with Divisional and Academic Senate legislation.

A member of the Senate temporarily assigned to the Riverside campus may transfer his/her voting privilege to the Riverside Division by reporting the transfer and certifying the time limits of the assignment to the Secretary-Parliamentarian of the Riverside Division;

Membership does not lapse because of leave of absence or transfer to emeritus status.
Division, except for instructors of less than two years standing, are allowed to vote. A member of the Senate temporarily assigned to the Riverside campus may temporarily transfer his/her voting privilege to the Riverside Division by reporting the transfer and certifying to the time limits of the assignment to the Secretary-Parliamentarian of the Riverside Division. Any newly appointed officer of the University shall be added to the roll of the Division as soon as the Secretary-Parliamentarian of the Division has been notified of the appointment and has determined that the officer is qualified for membership in the Division. (Am 11 Dec 69)

1.4. The Division authorizes and supervises all courses of instruction at Riverside and all courses offered for credit by the Riverside Office of University Extension. The Division recommends to the President of the University all candidates for degrees in course who have completed requirements for those degrees in a school, college, or Graduate Division subject to the jurisdiction of the Division.

1.2 The members of the Riverside Division are:

The President of the University;
the Chancellor, Vice Chancellors, Deans, Provosts,
Directors of academic programs, the Admissions Officer, the Registrar, and the University Librarian at
Riverside;

All officers of instruction at Riverside whose academic title entitles them, by Standing Order of the Regents 105.1, to membership in the Academic Senate;

Senate members holding Universitywide appointments who elect to enroll in the Riverside Division and who are not enrolled in any other Division; and

Any other persons certified for membership by the Secretary-Parliamentarian of the Division in accordance with Divisional and Academic Senate legislation.

A member of the Senate temporarily assigned to the Riverside campus may transfer his/her voting privilege to the Riverside Division by reporting the transfer and certifying the time limits of the assignment to the Secretary-Parliamentarian of the Riverside Division;

Membership does not lapse because of leave of absence or transfer to emeritus status.

1.3 Instructors or Instructors in Residence with less than two years' service may not vote in meetings of the Division, its Faculties, or in Academic Senate ballots.

2. Officers and the Executive Office

2.1 The elected officers of the Division are the Chair, the Vice Chair, and the Divisional Representatives to the Assembly of the
2.1 The elected officers of the Division consist of a Chair, a Vice Chair, and two the Divisional Representatives to the Assembly of the Academic Senate. Their election is conducted in accordance with the procedure prescribed for elections. The appointed officer of the Division is the Secretary-Parliamentarian. The terms of office begin on September 1 following election or appointment to a normal term of office. (Am 22 Oct 73)(Am 5 Feb 87)

2.1.1 No individual may hold two offices of the Division simultaneously.

2.2 Chair. The Chair of the Division is elected for a two-year term. In case the Chair is unable to complete the term of office, the Vice Chair shall become Chair pro tempore. The Chair pro tempore shall serve out the unexpired term, unless that term is longer than three months. If it is longer, the Secretary-Parliamentarian shall conduct an election for the unexpired term so that the Chair pro tempore serves no longer than three months. The result of this election shall be reported to the members of the Division as soon as it is known. (Am 22 Oct 73)

2.2.1 No one shall serve as Chair of the Division for more than two consecutive terms, but shall become eligible to serve again after lapse of two years following expiration of the second consecutive term.

2.2.2 The Chair of the Division presides over the meetings of the Division. The Chair is ex officio a member of the Assembly of the Academic Senate and is a member of the Academic Council of the Assembly.

2.2.3 The Chair is responsible for coordinating the work of all standing and special committees of the Division. Except when a Divisional committee or subcommittee is considering matters not to be reported directly to the Division, the Chair may attend the meetings of any
accordance with the procedure prescribed for elections, for the unexpired term if said unexpired term is longer than three months. The result of this election shall be reported to the members of the Division as soon as it is known. (Am 22 Oct 73)

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2.4.1 2.2.3 The Chair is responsible for coordinating the work of all standing and special committees of the Division. Except when a Divisional committee or local subcommittee is considering matters not to be reported directly to the Division, the Chair may attend the meetings of any such committee or subcommittee and may participate in its deliberations, but without power to vote unless he or she is a member of such committee. The Chair may present in person or in writing any matters he or she believes

such committee or subcommittee and may participate in its deliberations without vote unless he or she is a member of such committee. The Chair may present in person or in writing any matters he or she believes should be brought before a committee and call to its attention materials that may be useful to it.

2.2.4 The Chair shall determine initially whether any action considered by the Division is solely of Divisional concern. Such decisions may be appealed to the Division.

2.2.5 The Chair submits annually a budget request for the work of the Division, its committees, and the Executive Office of the Division; supervises the expenditure of appropriations that may be made; and reports annually to the Division on the work of the Executive Office together with any proposals for improvement of its operation which require action by the Division.

2.2.6 The Chair exercises general supervision of the Executive Office.

2.3 Vice Chair. The Vice Chair of the Division is elected for a one-year term. In case the Vice Chair is unable to complete the term of office, the Committee on Committees shall appoint a Vice Chair for the unexpired term. (Am 22 Oct 73)

2.3.1 The Vice Chair shall assume the duties of the Chair in the Chair’s absence or incapacity, and perform such duties as are assigned by the Chair. (Am 22 Oct 73).

2.3.2 The Vice Chair shall represent the Chair at those meetings of the Academic Council and of the Assembly of the Academic Senate that the Chair is unable to attend. (Am 22 Oct 73)
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2.2.5 The Chair submits annually a budget request for the work of the Division, its committees, and the Executive Office of the Division; supervises the expenditure of such appropriations that may be made; and reports annually to the Division on the work of the Executive Office together with any proposals for improvement of its operation which require action by the Division.

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2.3 Vice Chair. The Vice Chair of the Division is elected for a one-year term. In case the Vice Chair is unable to complete the term of office, the Committee on Committees shall appoint a Vice Chair pro tempore for the unexpired term. (Am 22 Oct 73)

2.3.1 The Vice Chair of the Division presides over the meetings of the Division shall assume the duties of the Chair in the Chair’s absence or incapacity of the Chair, and perform such duties as are assigned by the Chair. (Am 22 Oct 73).

2.4 Divisional Representatives to the Assembly. The number of the Divisional Representatives to the Assembly of the Academic Senate is established by the Academic Council. The Divisional Representatives are elected for two-year staggered terms, and are chosen from other than the Chancellor, Vice Chancellors, Deans, and ex officio members of the Division. If a representative is unable to complete the term of office, the Committee on Committees shall appoint a member of the Division who holds no other offices to fill the unexpired term pro tempore. The Representative pro tempore shall serve out the unexpired term, unless that unexpired term is longer than three months. If it is longer, the Secretary-Parliamentarian shall conduct an election for the unexpired term so that the Representative pro tempore serves no longer than three months. The result of this election shall be reported to the members of the Division as soon as it is known. (Am 22 Oct 73)

2.4.1 No one shall serve as a Divisional Representative for more than two consecutive terms, but shall become eligible to serve again after lapse of two years following expiration of the second consecutive term.

2.4.2 The Divisional Representatives shall represent the Division in the Assembly of the Academic Senate. They shall report to the Division at its meetings on all matters of business of the Assembly.

2.4.3 In the event that any elected Divisional Representative is unable to attend a meeting of the Assembly, the Chair of the Division is authorized to designate an individual to attend that meeting and vote as an alternate to the absent representative. (En 24 Jan 80)

2.5 Secretary-Parliamentarian. The
2.5.2 The Vice Chair of the Division shall represent the Chair at those meetings of the Academic Council and of the Assembly of the Academic Senate that the Chair is unable to attend. (Am 22 Oct 73)

2.3 Divisional Representatives to the Assembly. The number of the Divisional Representatives to the Assembly of the Academic Senate is established by the Academic Council. Two representatives of the Divisional Representatives to the Assembly of the Academic Senate are elected for two-year staggered terms, so arranged that one representative is elected each year. The representatives and shall be chosen from other than the chief campus officer, Chancellor, Vice Chancellors, Deans, and ex officio members of the Division. In case any representative is unable to complete the term of office, for which he has been elected, the Committee on Committees of the Division shall appoint a member of the Division who holds no other offices to fill the unexpired term of a representative pro tempore. The Representative pro tempore shall serve out the unexpired term, unless that unexpired term is longer than three months. If it is longer, and the Secretary-Parliamentarian of the Division shall within two months conduct an election for the unexpired term so that the Representative pro tempore

2.5.1 The Secretary-Parliamentarian of the Division shall: (1) in the absence of the Chair and Vice Chair, call to order a meeting of the Division and preside for the purpose of electing a Chair pro tempore for that meeting; (2) prepare and distribute the call and minutes of each meeting of the Division; (3) determine and maintain the roll of the membership of the Riverside Division; (4) direct the activities of the Executive Office; (5) communicate any action by the Division to members or committees of the Division and to administrative officers affected by it; (6) upon direction from the Chair, refer to the appropriate standing committees questions (including petitions of students) for presentation to the Division; (7) conduct all elections and balloting in the Division; (8) perform the duties of the parliamentarian. (Am 22 Oct 73) (23 Apr 74)(Am 26 May 94)

2.6 Executive Office. The Executive Office of the Division is under the general supervision of the Chair and the administrative direction of the Secretary-Parliamentarian. It includes such analytical, administrative, and clerical employees as are made available to the Division and its committees. (Am 22 Oct 73)

2.6.1 The Executive Office of the Division shall: (1) be the depository of all records of the Division; (2) maintain current files
serves no longer than three months, in accordance with the procedure prescribed for elections. The result of this election shall be reported to the members of the Division as soon as it is known, for the unexpired term if said unexpired term is longer than three months. No one shall serve as a divisional representative for more than two consecutive terms but shall become eligible to serve again after lapse of two years following expiration of the second consecutive term. (Am 22 Oct 73)

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of all reports of standing and special committees submitted to the Division; (3) as far as possible, provide analytical, administrative, and clerical assistance required by standing and special committees; (4) assist in the preparation and distribution of calls and minutes for meetings of the Division, reports of committees, questionnaires, and other materials required in the work of the Division and its committees; (5) maintain complete files of minutes, reports, and agenda of all Divisional committees and of other Senate agencies; (6) establish and maintain files showing (a) current membership of the Riverside Division; (b) Senate and college committee service of each member of the Division; and (c) current membership of all standing and special committees of the Division; (7) generally assist the officers of the Division in the discharge of their duties.

2.6.2 All records of the Executive Office, except those concerning matters not to be reported directly to the Division and for good cause held confidential, are open for inspection by any member of the Division.
2.4—The Chair of the Division is elected for a two-year term. In case the Chair is unable to complete the term of office, the Vice-Chair shall become Chair pro tempore. The Secretary-Parliamentarian of the Division shall within two months conduct an election, in accordance with the procedure prescribed for elections, for the unexpired term if said unexpired term is longer than three months. (Am 22 Oct 73)

2.4.1—The Chair of the Division presides over the meetings of the Division and is responsible for coordinating the work of all standing and special committees of the Division. The Chair of the Division is ex officio a member of the Assembly of the Academic Senate.

2.4.2—Except when a committee or local subcommittee is considering matters not to be reported directly to the Division, the Chair may attend meetings of any such committee or subcommittee and participate in its deliberations, but without power to vote unless he/she is a member of such committee. The Chair may present in person or in writing any matters he/she believes should be brought before a committee and call to its attention materials that may be useful to it. The Chair submits annually a budget request for the work of the Division, its committees, and the office of the Division, supervises the expenditure of such appropriations that may be made, and reports annually to
the Division on the work of the office together with any proposals for improvement of its operation which require action by the Division.

2.5—The Vice Chair of the Division is elected for a one-year term. In case the Vice Chair is unable to complete the term of office, the Committee on Committees shall appoint a Vice Chair pro tempore for the unexpired term. (Am 22 Oct 73)

2.5.1—The Vice Chair of the Division presides over the meetings of the Division in the absence of the Chair. (Am 22 Oct 73).

2.5.2—The Vice Chair of the Division shall represent the Chair at those meetings of the Academic Council and of the Assembly of the Academic Senate that the Chair is unable to attend. (Am 22 Oct 73)

2.6

2.5—Secretary-Parliamentarian. The Secretary-Parliamentarian of the Division is appointed by the Committee on Committees for a two-year term in the year alternate with the election of the Chair. In case the Secretary-Parliamentarian is unable to complete the term of office, the Committee on Committees shall appoint a Secretary-Parliamentarian pro tempore for the unexpired term. (Am 22 Oct 73)

2.6.1—The Secretary-Parliamentarian of the Division shall: (1) in the absence of the Chair and Vice Chair, call to order a meeting of
the Division and preside for the purpose of electing a Chair pro tempore for that meeting; (2) prepare and distribute the call and keep minutes of the proceedings of each meeting of the Division; and send, with the notification of the next meeting, copies of such minutes to all members of the Division, executive officers of the other divisions, the secretary of the Senate, and to each member of the University Committee on Rules and Jurisdiction; (3) determine and maintain the roll of the membership of the Riverside Division; (4) direct the activities of the Executive Office of the Division; (5) communicate any action by the Division to members or committees of the Division and to administrative officers affected thereby by it; (6) upon direction from the Chair, refer directly to the appropriate standing committees any or all questions (including petitions of students) placed in his her hands for presentation to the Division; (7) conduct all elections and all mail balloting in the Division; (8) make available, at least five days before each meeting, copies of the call for every regular and special meeting of the Division, together with all pertinent documents, to every member of the Division, executive officers of the other divisions, the secretary of the Senate, and each member of the University Committee on Rules and Jurisdiction; (9) (8) perform the duties of the
parliamentarian. (Am 22 Oct 73) (23 Apr 74)(Am 26 May 94)

2.7 Executive Office. The Executive Office of the Division is under the general supervision of the Chair and the administrative direction of the Secretary-Parliamentarian. It includes such analytical, administrative, and clerical and stenographic service employees as are made available to the Division and its committees. All records listed in 2.7.1 shall be open to inspection by any member of the Academic Senate except those records which for good cause are held to be confidential. (Am 22 Oct 73)

2.7.1 The Executive Office of the Division shall: (1) be the depository of all records of the Division; (2) maintain current files of all reports of standing and special committees submitted to the Division; (3) as far as possible, provide all analytical, administrative, and clerical and stenographic assistance required by standing and special committees; (4) assist in the preparation and distribution of calls and minutes for meetings of the Division, reports of committees, questionnaires, and other materials required in the work of the Division and its committees; (5) maintain complete files of minutes, reports, and proposed agenda of all Divisional standing and special committees and of other Senate agencies, save when they
concern matters not to be reported directly to the Division and for good cause held confidential; (6) establish and maintain files showing (a) roll of current membership of the Riverside Division of the Academic Senate, (b) Senate and college committee service of each member of the Division, and (c) current membership of all standing and special committees of the Division; (7) generally assist the officers of the Division in the discharge of their duties imposed upon the Chair, Secretary-Parliamentarian, and representatives to the Assembly of the Division.

2.6.2 All records of the Executive Office, except those concerning matters not to be reported directly to the Division and for good cause held confidential, are open for inspection by any member of the Division.

3. Meetings, Call, and Minutes

3.1 Regular Meeting. Regular meetings of the Riverside Division shall meet not less than are held at least once each term on a schedule to be announced at the beginning of each academic year by the Chair of the Division, in consultation with the Advisory Committee, shall arrange a calendar of the meetings of the Division in such manner as may best meet the requirements of the business to be considered and in conformity with University schedule of exercises.

3.2 Special Meeting. A special meeting of the Division may be called at any time during the academic year by the President of the Academic Senate or by the Chair of the Division. Upon written request of ten voting members, a special meeting must be called by the Chair of the Division or, in case of the Chair’s absence or disability, by the Vice Chair. (Am 22 Oct 73)
3.4 Special Meeting. A special meeting of the Division may be called at any time during the academic year by the President of the Academic Senate, by the Chair of the Assembly, or by the Chair of the Division. Upon written request of ten voting members, a special meeting must be called by the Chair of the Division, or, in case of the Chair’s absence or disability, by the Vice Chair secretary parliamentarian. (Am 22 Oct 73)

3.3 Emergency Meeting. An emergency meeting may be called by the Chair of the Division and two members of the Advisory Committee. The call to an emergency meeting must be communicated to the members of the Division at least two days of instruction prior to the meeting and shall contain the time, place, and purpose of the meeting. Materials, if any, relevant to the purpose of the meeting must be distributed at least two hours prior to the meeting. In the event of the absence or disability of the Chair, the Vice Chair and two members of the Advisory Committee may act to call an emergency meeting. The order of business shall be that for a special meeting. Legislation cannot be enacted nor modified at an emergency meeting. (Am 23 Apr 74)

3.5 Quorum. Thirty-five voting members of the Division constitute a quorum. (Am 30 Nov 78)

3.5 Privilege. Meetings of the Division are open to all members of the Senate on the Riverside campus and to all Chairs of teaching and research departments in the colleges and schools of the Riverside campus, even though these Chairs may not be members of the Senate. Everyone listed in this bylaw as eligible to attend is likewise eligible to be granted the privilege of the floor and may make and second motions; however, only members of the Riverside Division, except for instructors of less than two years standing, may vote. Those not present may not vote by proxy. The Division may from time to time authorize attendance of other persons with or without eligibility for the privilege of the floor and with such other conditions as it may specify.

3.6 Call for a Meeting. At least five days of instruction before every regular and special meeting, the Secretary...
3.2 **meeting**. (Am 23 Apr 74)

3.4 **Quorum**. Thirty-five voting members of the Division constitute a quorum for the transaction of business at a meeting of the Division. (Am 30 Nov 78)

3.5 **Privilege**. Meetings of the Division are open to all members of the Senate on the Riverside campus and to all Chairs of teaching and research departments in the colleges and schools of the Riverside campus, even though these Chairs may not be members of the Senate. Everyone listed in this bylaw as eligible to attend is likewise eligible to be granted the privilege of the floor and may make and second motions; however, only members of the Riverside Division, except for instructors of less than two years standing, may vote. Those not present may not vote by proxy. The Division may from time to time authorize attendance of other persons with or without eligibility for the privilege of the floor and with such other conditions as it may specify. Only members of the Academic Senate, Riverside Division, except for instructors of less than two years standing, are allowed to vote.

3.6 **Call for a Meeting**. Copies of the call for every regular and special meeting of the Division, together with an agenda and all documents pertaining to the agenda for the meeting, shall be special meeting, the Secretary-Parliamentarian shall make available to every member of the Division and to the agencies specified in Academic Senate Bylaw 315(B) information about how to obtain a full printed or electronic copy of the call, agenda, and all documents pertaining to the agenda. (Am 10/22/73)(Am 5/26/94)

3.6.1 The call shall include the text of all resolutions, memorials, petitions, and proposed changes in Division legislation to be considered for final action at that meeting. The call shall include the text of any legislation proposed for amendment or repeal, the text of any proposed new or revised legislation, and a statement of the purpose of the proposal and its effects on existing legislation. The call for a special or emergency meeting shall contain a statement of the purpose of that meeting. (Am 10/22/73)(Am 5/26/94)

3.7 **Minutes**. Within thirty days of instruction after every meeting of the Division, the Secretary-Parliamentarian shall make available to every member of the Division and to the agencies specified in Academic Senate Bylaw 315(B) information about how to obtain a full printed or electronic copy of the minutes. (Am 10/22/73)(Am 5/26/94)
made available by the Secretary-Parliamentarian to every member of the Division. At least five academic days of instruction before each regular and special meeting, the Secretary-Parliamentarian shall make available to every member of the Division and to the agencies specified in Academic Senate Bylaw 315(B) information about how to obtain a full printed or electronic copy of the call, agenda, and all documents pertaining to the agenda. The call shall include the text of all resolutions, memorials, petitions, and proposed changes in Division legislation to be considered for final action at that meeting. The call shall include the text of any legislation which it is proposed to amend or repeal, the text of any proposed new or revised legislation, and a statement of the purpose of the proposal and its effects on existing legislation. The call for a special meeting shall contain a statement of the purpose of that meeting. (Am 10/22/73)(Am 5/26/94)

3.6.1 The call shall include the text of all resolutions, memorials, petitions, and proposed changes in Division legislation to be considered for final action at that meeting. The call shall include the text of any legislation which it is proposed to amend or repeal, the text of any proposed new or revised legislation, and a
statement of the purpose of the proposal and its effects on existing legislation. The call for a special or emergency meeting shall contain a statement of the purpose of that meeting. (Am 10/22/73)(Am5/26/94)

*A notice of meeting and agenda (table of contents), the minutes of the previous meeting, the regular report of the Committee on Courses, all In Memoria reports, and the annual reports of the Committees on Committees, Distinguished Teaching, and Faculty Research Lecturer, shall be sent to every member of the Division.

3.4 A special meeting of the Division may be called at any time during the academic year by the President of the Academic Senate, by the Chair of the Assembly, or by the Chair of the Division. Upon written request of ten voting members, a special meeting must be called by the Chair of the Division, or, in case of his absence or disability, by the secretary parliamentarian. (Am 22 Oct 73)

3.5 An emergency meeting may be called by the Chair of the Division and two members of the Advisory Committee upon 24 hours written notice. Such notice shall contain the time, place, and purpose of the meeting. Materials, if any, relevant to the purpose of the meeting must be distributed at least two hours prior to the meeting. In the event of the absence or disability of the
Chair, the Secretary-Parliamentarian and two members of the Advisory Committee may act to call an emergency meeting. (Am 23 Apr 74)

3.6

3.7 Minutes. Within thirty days of instruction after every meeting of the Division, shall be sent by the Secretary-Parliamentarian shall make available to every member of the Division and to the agencies specified in Academic Senate Bylaw 315(B) information about how to obtain a full printed or electronic copy of the minutes with the call notification of the next meeting. (Am 10/22/73)(Am 5/26/94)

4. Rules of Order

4.1 Regular Meeting. The order of business at regular meetings is:
(1) Minutes
(2) Announcements by the President
(3) Announcements by the Chancellor at Riverside
(4) Announcements by Vice Chancellors
(5) Announcements by Deans or other Executive Officers
(6) Announcements by the Chair
(7) Special Orders
(8) Report of the Representative to the Assembly
(9) Reports of Special Committees
(10) Reports of Standing Committees and Faculties
4.1.1 **Suspension of Order.** The regular order of business may be suspended at any meeting by a two-thirds vote of the voting members present.

4.1.2 **Consent Calendar.** Agenda items deemed non-controversial may be placed by the Chair of the Division on a Consent Calendar under Special Orders and so identified in the regular order of business by an asterisk. Approval of all items on the Consent Calendar requires a single unanimous vote called for as the first order of business under Special Orders. At the request of any member of the Division, any such item must be withdrawn and considered in its regular order on the agenda. (En 9 Oct 69)

4.1.3 **Reports of Committees.** Reports of committees “to be received and placed on file” are received as presented and require no further action. Consideration to adopt all or part of a received report, or implement recommendations therein, subject to restrictions of 6.1 and 6.2 must be initiated by a motion in the manner of any main question, and a majority vote of the members present is required for approval. (En 23 Apr 74)

4.2 **Special Meeting.** The order of business at special meetings is:

(1) Minutes. The reading of the minutes may be omitted with the approval of two-thirds of the voting members present.

(2) The special business for which the meeting was called.

(3) Any other business authorized by unanimous consent of the voting members present.

4.3 **Degree Reports.** Reports of degrees awarded at the end of each preceding term shall be a special order for the first meeting of the Division following the close of the final examination period of each term.

4.4 **Authority in Questions of Order.** In the Riverside Division and its committees,
approval of two thirds of the voting members present.

(2) The special business for which the meeting was called.

(3) Any other business authorized by unanimous consent of the voting members present.

4.3 Degree Reports. Reports of degrees awarded at the end of each preceding term shall be a special order for the first meeting of the Division following the close of the final examination period of each term.


5. Memorials, Resolutions, and Petitions

5.1.1 The term "Memorial to the Regents" designates a declaration or petition addressed to the President for transmission to the Regents. The term "resolution Memorial to the President" designates a declaration or petition addressed to the President and not intended for transmission to the Regents.

5.2 Memorials on matters of University concern may be initiated by the Division. Memorials which have been approved by the Assembly or another division shall be submitted promptly to the

5.2 Memorials on matters of University concern may be initiated by the Division. Memorials which have been approved by the Assembly or another division shall be submitted promptly to the
Division for immediate discussion at a special meeting or as a special order at a regular meeting of the Division. Any recommendations made by the Division concerning the proposed memorial shall be forwarded to the Assembly which acts as a conference committee to reconcile divergencies. The proposed memorial is then submitted by the secretary of the Senate to a mail ballot of all voting members of the Senate. Such ballot will be accompanied by arguments pro and con compiled by the Chair of the Assembly.

The Division may initiate memorials on matters of Universitywide concern to be submitted to the Regents through the President as prescribed in Senate Bylaw 90(B). The Division may submit Memorials to the President directly to the President with copies to the Assembly of the Academic Senate. A proposed Memorial to the President or a proposed Memorial to the Regents may be forwarded to the Assembly and other Divisions only after its consideration and adoption at a meeting of the Division.

Final action on proposed memorials, resolutions, or petitions, or on proposed amendments or substitutions that have not been included in the written notice of meeting may be taken at the meeting at which they are proposed unless action is deferred in one of the following ways:

5.3.1 By a majority vote, the proposal may be referred for consideration to an appropriate standing committee or subcommittee, or to a special committee, with or without instructions that the committee submit a written report at a designated regular or special meeting of the Division. Any such committee's report shall contain the text of the proposal and shall be included in the call for the meeting at which the report is to be presented for action.

5.3.2 Notice may be given of intention to move the referral to a mail ballot. After opportunity for debate on the main motion, the motion to refer to mail ballot shall be put and if approved by a vote of twenty-five percent of the voting members present, shall be passed.

5.3.3 On a vote of at least ten percent of the voting members present, the proposal will be put over to a special meeting or the next regular meeting of the Division, in which case the text of the proposal, and the amendments thereto or substitutes therefore, shall be included in the notice of the meeting.
following ways:

5.3.1 By a majority vote, the proposal may be referred for consideration to an appropriate standing committee or subcommittee, or to a special subcommittee, with or without instructions that the committee submit a written report at a designated regular or special meeting of the Division. Any such committee's report, shall containing the text of the proposal, and shall be included in the call for the meeting at which the report is to be presented for action.

5.3.2 If the proposal is not referred to a committee, Notice may be given of intention to move the referral to a mail ballot. After opportunity for debate on the main motion, the motion to refer to mail ballot shall be put and if approved by a vote of twenty-five percent of the voting members present, shall be passed.

5.3.3 If 5.3.1 or 5.3.2 is not invoked, On a vote of at least ten percent of the voting members present, the proposal may will be put over to a special meeting or the next regular meeting of the Division on vote of at least ten percent of the voting members present, in which case the text of the proposal, and the amendments thereto or substitutes therefore, shall be included in the notice of the meeting.

6. Amendment and Suspension of Bylaws and Regulations
Suspension of Bylaws and Regulations

6.1 The legislation of the Division consists of its Bylaws and Regulations.

6.2 Due Notice. No legislation may be enacted, or modified, or repealed, or matters of policy considered except those of an emergency nature (see 3.5, 3.3) at any meeting without written notice distributed to every member of the Division at least five academic days of instruction before the meeting at which action is to be taken. (Am 23 Apr 74)

6.3 Suspension of Regulations. On the recommendation of any committee, faculty, or council of the Division, any of the regulations concerning students may be suspended for the duration of any meeting of the Division by a three-fourths vote of the voting members present. No other legislation may be suspended.

6.4 Requisite Majorities. The Bylaws of the Riverside Division may be added to enacted, amended, or repealed by a two-thirds vote of all members present at a meeting of the Division. Regulations of the Riverside Division may be added to enacted, amended, or repealed by a majority vote of all members present at a meeting of the Division.

Bylaws and Regulations

6.1 The legislation of the Division consists of its Bylaws and Regulations.

6.2 Due Notice. No legislation may be enacted, modified, or repealed, or matters of policy considered except those of an emergency nature (see 3.3) at any meeting without written notice distributed to every member of the Division at least five days of instruction before the meeting at which action is to be taken. (Am 23 Apr 74)

6.3 Suspension of Regulations. On the recommendation of any committee, faculty, or council of the Division, any of the regulations concerning students may be suspended for the duration of any meeting of the Division by a three-fourths vote of the voting members present. No other legislation may be suspended.

6.4 Requisite Majorities. Bylaws of the Riverside Division may be enacted, amended, or repealed by a two-thirds vote of all members present at a meeting of the Division. Regulations of the Riverside Division may be enacted, amended, or repealed by a majority vote of all members present at a meeting of the Division.

6.5 Effective Dates. Legislation becomes effective immediately, unless otherwise specified. If a mail or electronic ballot is conducted, the legislation becomes effective when approved by the ballot or on a subsequent specified date.

6.6 Form of Presentation. All proposed legislation presented to the Division must be presented in a form that includes the existing text of legislation to be amended or repealed and the text of the legislation proposed for adoption. Such proposals shall be accompanied by a statement of
meeting of the Division.

6.4

6.5 Effective Dates. Modifications of existing legislation and newly enacted legislation become effective immediately, unless otherwise specified. If a mail or electronic ballot is conducted, the legislation becomes effective when approved by the ballot or on a subsequent specified date.

6.5

6.6 Form of Presentation. New legislation proposed to the Division for adoption shall be submitted in the following form: Repeal of Bylaw (or Regulation) "X" of the Division is hereby recommended; or The following amendment of Bylaw (or Regulation) "X" of the Division is hereby recommended; or A new Bylaw (or Regulation) "X" of the Division is hereby proposed for adoption, reading as follows. All proposed legislation presented to the Division must be presented in a form that includes the existing text of legislation to be amended or repealed and the text of the legislation proposed for adoption. Such proposals shall be accompanied by a statement of their purpose and effect.

6.6— All such legislation proposed for adoption shall be accompanied by a statement of its purpose and effect.

7. Election and Ballot Procedures (En 22 Apr 74)

7. Election and Ballot Procedures (En 22 Apr 74)
All election and balloting by mail or electronic ballot in the Division shall be conducted by the Secretary-Parliamentarian, with the assistance of the staff of the Executive Office of the Division. The Secretary-Parliamentarian shall have discretion to decide whether the election or balloting will be conducted by mail or by electronic means.

Elections. The procedure for election is as follows:

Time of election. Each election, other than those required to replace someone who has resigned, shall be completed in time for the results to be reported at or before the last Division meeting in the academic year during which the election was held.

Notice of election. Not less than thirty calendar days prior to the date of election, the Secretary-Parliamentarian shall provide to each member of the Division or of the Faculty in question a notice of election.

Nomination. It is the privilege of any five members of the Division or of the Faculty in question to nominate candidates. Nominations must be filed with the Secretary-Parliamentarian not later than ten calendar days from the receipt of the notice of election. If no valid nominations are received within ten days, the Chair of the Division or of the Faculty may direct the Secretary-Parliamentarian to issue a second call for nominations, or, in lieu of a second call for nominations, may receive nominations from the floor at the next regular meeting. (Am 7 Oct 76)

Ballots. Not less than ten calendar days before the date of the election, the Secretary-Parliamentarian shall transmit to the members of the Division or of the Faculty an alphabetically ordered ballot listing those persons who have been nominated and notify the voters to submit the ballot by the date of the election.
such election and must contain a statement of such nomination signed by them. This statement must certify that the certification of acceptance by the nominee or nominees will accept nomination. If no valid nominations are received within ten days, the Chair of the Division or of the appropriate Faculty may direct the Secretary-Parliamentarian to issue a second call for nominations, or, in lieu of a second call for nominations, may receive nominations from the floor at the next regular meeting. (Am 7 Oct 76)

7.2.3

7.2.4 Ballots. Not less than ten calendar days before the date of the election the Secretary-Parliamentarian shall send to the members of the Division or of the Faculty in question an alphabetically ordered ballot listing those persons who have been nominated and notify the voters to submit the ballot by the date of the election. If the election is by mail ballot, each voter shall receive a plain white envelope for enclosing the marked ballot and a second envelope addressed to the Secretary-Parliamentarian to be used for the return of the sealed ballot. The envelope addressed to the Secretary-Parliamentarian must have a space for the signature of the voter, and ballots lacking this validating signature are void.

Mail Ballots. If the election is by mail ballot, each voter shall receive a plain white envelope for enclosing the marked ballot and a second envelope addressed to the Secretary-Parliamentarian to be used for the return of the sealed ballot. The envelope addressed to the Secretary-Parliamentarian must have a space for the signature of the voter, and ballots lacking this validating signature are void.

Electronic Ballots. If the election is by electronic means, each voter shall receive access to a secure voting system maintained by the Senate Executive Office. Appropriate security measures shall be taken to ensure that (1) voters can enter only a single vote; (2) it is impossible to learn how anyone voted; (3) once a vote has been cast, neither the voter nor anyone with access to the system will be able to change the vote; (4) the results cannot be accessed until after the date of the election.

Additional Balloting. If the necessity of a second ballot arises, the Secretary-Parliamentarian, using the general provisions stated above, shall transmit that ballot within five calendar days of determination of the results of the first ballot. This second ballot shall contain a statement of the date by which it must be submitted to the Secretary-Parliamentarian, this date being ten days after it has been transmitted.

Counting the Ballots. The Secretary-Parliamentarian shall supervise the counting of ballots by the Executive Office of the Division within ten calendar days after the date of the election and shall announce the results of the election at the next meeting of the Division.
counted unless such signature appears on said envelope. If the necessity of a second ballot arises, the Secretary-Parliamentarian, using the general provisions stated above shall mail said ballot within days-determination of the results of the first ballot. This second ballot shall contain a statement of the date by which it must be returned to the Secretary-Parliamentarian, this date being ten days after it has been mailed.

7.2.4.1 Mail Ballots. If the election is by mail ballot, each voter shall receive a plain white envelope for enclosing the marked ballot and a second envelope addressed to the Secretary-Parliamentarian to be used for the return of the sealed ballot. The envelope addressed to the Secretary-Parliamentarian must have a space for the signature of the voter, and ballots lacking this validating signature are void.

7.2.4.2 Electronic Ballots. If the election is by electronic means, each voter shall receive access to a secure voting system maintained by the Senate Executive Office. Appropriate security measures shall be taken to ensure that (1) voters can enter only a single vote; (2) it is impossible to learn how anyone voted; (3) once a vote has been cast, neither the voter nor anyone with access to the system will be able to change the vote; (4) the results cannot be accessed until after the date of the election.

7.2.5 Additional Balloting. If the necessity of a second ballot arises...

7.2.7 Number of Votes Required. Candidates receiving the highest number of votes shall be declared elected, except in the following instances: (1) in an election for a single office in which the plurality candidates are tied, a runoff election shall be conducted, and (2) in an election for more than one office in which there is a tie among the highest plurality candidates, a runoff election shall be held between the highest tied candidates. (Am 2 Jun 83)

7.2.8 Balloting in the Event of Single Nominees. In case there are no more nominees than vacancies, the ballot described in Bylaw 7.2.4 is omitted, and the Secretary-Parliamentarian presents the facts to the Division or the appropriate Faculty at its next regular meeting. The Division or Faculty may then authorize the Secretary-Parliamentarian to cast a single ballot for the nominee or nominees or may conduct an election by ballot between persons already nominated and persons nominated from the floor. Faculties are not required to meet solely for the purpose of holding an election. Instead, the persons nominated shall be declared elected until the next regular meeting occurs, when their election may be confirmed or other persons nominated from the floor may be elected.

7.3 Ballots on Measures. The procedure for ballots on measures is as follows:

7.3.1 If in a meeting of the Division or a Faculty a measure is put to mail or electronic ballot, within ten days of instruction after the meeting the Secretary-Parliamentarian shall prepare and mail or provide electronically to each voter a ballot containing all appropriate texts and a brief summary of such arguments as have been submitted...
necessity of a second ballot arises, the Secretary-Parliamentarian, using the general provisions stated above, shall transmit that ballot within five calendar days of determination of the results of the first ballot. This second ballot shall contain a statement of the date by which it must be submitted to the Secretary-Parliamentarian, this date being ten days after it has been transmitted.

7.2.4 Counting the Ballots. The Secretary-Parliamentarian shall supervise the counting of ballots by the staff of the Executive Office of the Division within ten calendar days after the date of the election and shall announce the results of the election at the next meeting of the Division.

7.2.5 Number of Votes Required. In all election contests the Candidate(s) receiving the highest number of votes shall be declared elected, except in the following instances: (1) in an election for a single office in which the plurality candidates are tied, a runoff election shall be conducted, and (2) in an election for more than one office in which there is a tie among the highest plurality candidates, a runoff election shall be held between the highest tied candidates. (Am 2 Jun 83)

7.2.6 Balloting in the Event of Single Nominees. In case the number of persons nominated as prescribed is not in excess of the number of places to be filled within five days of instruction after the meeting. The ballot will also specify the time and place for counting the ballots, so that any member of the Division shall be able to attend and observe. The voting shall be conducted as described in Bylaws 7.2.4.1 or 7.2.4.2. All ballots received within twenty days of instruction of the meeting shall be counted by the Secretary-Parliamentarian with the assistance of the Executive Office within thirty days of instruction of the meeting. The Secretary-Parliamentarian shall announce the number of votes cast for and against the measure, as well as the number of invalid votes, at the next meeting of the Division, or earlier if so instructed.
there are no more nominees than
vacancies, the election by mail
ballot described in Bylaw 7.2.4
is omitted, and the Secretary-
Parliamentarian presents the
facts to the Division or the
appropriate Faculty of the
Division at its next regular
meeting. The Division or
Faculty in question may then
authorize the Secretary-
Parliamentarian to cast a single
ballot for the nominee or
nominees or may conduct an
election by ballot between
persons already nominated and
persons nominated from the
floor. In the case of a Faculties
are not which would be required
to meet solely for the purpose of
holding an election. Instead,
election shall be postponed until
the next meeting of said faculty,
and the persons nominated shall
be considered declared elected
until the next regular such
meeting occurs, when their
election may be confirmed by
the Faculty or other persons
nominated from the floor may
be elected.

7.3 Ballots on Measures. The
procedure for ballots on
measures put to mail ballot is as
follows:

7.3.1 If in a meeting of the Division,
or a Faculty thereof, a measure
is put to mail or electronic
ballot, within ten days of
instruction after the meeting
thereafter the Secretary-
Parliamentarian shall prepare
and send mail or provide
electronically to each voter
member of the Division or of
the Faculty in question a ballot
containing all appropriate texts and a brief summary of such arguments as have been submitted within five days of instruction after the meeting. The ballot will also specify the time and place for counting the ballots, so that any member of the Division shall be able to attend and observe said counting. The procedure for mailing and return of ballots shall be conducted as described in Bylaws 7.2.4.1 or 7.2.4.2, except as specified herein. All ballots received within twenty days of instruction of the meeting shall be counted by the Secretary-Parliamentarian with the assistance of the staff of the Executive Office of the Division within thirty days of instruction of said the meeting. The Secretary-Parliamentarian shall announce the number of votes cast for and against the measure, as well as the number of invalid votes, at the next meeting of the Division, or earlier if so instructed.

JUSTIFICATION:

REPORT OF THE ADVISORY COMMITTEE

One goal identified for the 2004-05 year was to review the Division’s Bylaws. The review was set to accomplish a number of objectives. First, it was necessary to bring the Division’s bylaws into compliance with those of the Systemwide Academic Senate, the latter having been through an extensive revision and update over the course of the past two years. Secondly, the review offered an opportunity to consider whether there were any amendments of a substantive nature that might be considered. Lastly, because our
bylaws had not been reviewed for a number of years, it seemed judicious as well to take this opportunity to update language and make editorial changes.

The review process included a number of iterations leading to the document appended here for your consideration. To aid in this effort, we enlisted the assistance of a recently retired director from a sister division, we studied the form and substance of other divisions’ legislation, and we incorporated the recently approved amendments of the systemwide bylaws.

Appended for your consideration are proposed revisions of the Division’s Bylaws, Chapters 1 through 7. It is important to note that while it appears there have been extensive revisions proposed, many of the original provisions remains intact, albeit arranged differently, renumbered, or edited for language. A summary of the key proposed amendments is provided below to assist with your consideration.

The Committee on Rules and Jurisdiction has reviewed the proposed amendments and found them to be consonant with the Code of the Academic Senate.

The proposed revisions were considered by the Advisory Committee at its May 9, 2005 meeting. The Committee endorsed the proposed amendments, and recommends adoption by the Division.

Respectfully submitted,
Manuela Martins-Green, Chair

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Summary of key proposed amendments:

**Chapter 1. Authority, Duties, and Membership**

*Bylaw 1.1:* Adds provisions that specify the duties and authority of the Division as delegated by the Bylaws of the Academic Senate and defined by the Standing Orders of the Regents.

*Bylaw 1.2:* Adds provisions that specify the titles and conditions for membership in the Division.

**Chapter 2. Officers and the Executive Office**

*Bylaw 2.1.1:* Adds provision such that no individual may hold two offices of the Division simultaneously.

*Bylaw 2.2.1:* Adds provision such that no one shall serve as Chair of the Division for more than two consecutive terms, but shall become eligible to serve again after lapse of two years following expiration of the second consecutive term.
Chapter 3. Meetings, Call, and Minutes:

Bylaw 3.1 Regular Meeting:
Delays language regarding the process by which the calendar of regular meetings is established.

Bylaw 3.2 Special Meeting:
(1) Deletes the Chair of the Assembly as an individual with authority to call a special meeting of the Division. While Senate Bylaw 315(A)(1) states that Divisions may establish other provisions, it specifically gives the right to call a special meeting to the President of the Senate.

(2) Replaces the Secretary-Parliamentarian with the Vice Chair as the Division officer with the authority to call a special meeting in the absence of the Chair. Brings the Division bylaw into compliance with Senate Bylaw 315(A)(2), which states that in the absence of a Division Chair, the Division Vice Chair must call a special meeting.

Bylaw 3.3 Emergency Meeting:
(1) Increases from 24 hours to at least two days of instruction the time required to communicate the call to an emergency meeting. The Systemwide bylaws permit Divisions to establish rules for Emergency meetings, do not provide any specific guidelines, and there is variation among the other division’s practices. Neither UCLA nor Davis has specific provisions; Santa Barbara, San Diego, and Santa Cruz specify between one or two days of instruction; San Francisco and Berkeley require 48 hours notice.

(2) Replaces the Secretary-Parliamentarian with the Vice Chair as the Division officer with the authority to call an emergency meeting in the absence of the Chair.

(3) Specifies that the order of business shall be that for a special meeting, and clarifies that legislation (the bylaws and regulations of the division) cannot be enacted nor modified at an emergency meeting.

Bylaw 3.5 Privilege:
(1) Adds provision such that those entitled to attend and be granted privilege of the floor are also entitled to make and second motions.

(2) Adds provision to explicitly prohibit proxy voting.

Bylaw 3.6 Call for a Meeting:
Adds provision such that there is notice of and a mechanism for any member of the Division to request meeting materials in full printed form.

Bylaw 3.7 Minutes:
Adds provision such that the minutes shall be made available within thirty days of instruction after every meeting. Six of the divisions provide minutes on a schedule between 15 and 45 days of instruction following a meeting.
Chapter 4. Rules of Order

Bylaw 4.1.2 Consent Calendar:
Deletes provision to mark Consent Calendar items on the meeting agenda. The bylaw is clear as to the function of the Consent Calendar.

Chapter 5. Memorials, Resolutions, and Petitions

Bylaw 5.1.1:
Proposed revisions bring divisional language into conformance with Systemwide Bylaw 90(A).

Bylaw 5.2:
(1) Deletes language that describes the process for the conduct of a Systemwide Memorial and refers to the Academic Senate Bylaw that prescribes the procedures.

(2) Adds provision stating that both a proposed Memorial to the President or a proposed Memorial to the Regents requires consideration by the Division.

Chapter 6. Amendment and Suspension of Bylaws and Regulations

Bylaw 6.1:
Adds provision to define division legislation.

Chapter 7. Election and Ballot Procedures

Bylaw 7.1:
Adds provision to recognize electronic balloting. Specifically, adds a provision to give the Secretary-Parliamentarian discretion to decide whether elections or balloting will be conducted by mail or electronic means.

Bylaw 7.2.4.2:
Adds provisions for electronic balloting.

Approved by Advisory Committee: May 9, 2005
The Committee on Rules and Jurisdiction finds the wording consistent with the Code of the Academic Senate: April 29, 2005