PROPOSED CHANGE IN THE BYLAWS OF THE GRADUATE SCHOOL OF EDUCATION

E1 Membership

E1.1 The Faculty of the Graduate School of Education, Riverside consists of (a) the president of the University; (b) the Chancellor; (c) the Executive Vice Chancellor; (d) the Dean of the Graduate School of Education; (e) all members of the Academic Senate who are members of the department(s) assigned to the Graduate School of Education; (f) designated Senate members from other colleges and schools at Riverside, the number and departmental affiliation of such members to be specified by the Faculty of the school at a regular meeting in each case, such members are appointed by the Chair of the Faculty upon nomination of the Dean of the agency represented; (g) such other Senate members as may be specified by the bylaws of the Division.

E1.2 Only voting members of the Academic Senate are eligible to vote in the Faculty of the Graduate School of Education. However, all members of the supervision and regular teaching staff of the Graduate School of Education may attend meetings of the Faculty and have the privilege of the floor.

E2 Officers

E2.1 The Officers of the Faculty consist of a Chair and a secretary.

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E1.2 Only voting members of the Academic Senate are eligible to vote in the Faculty of the Graduate School of Education. However, all persons with academic appointments in the Graduate School of Education may attend meetings of the Faculty and have the privilege of the floor.

E2 Officers

E2.1 The Officers of the Faculty consist of a Chair and a secretary.
### E2.1.1

The Chair of the Faculty is elected for a three-year term and is not eligible to succeed himself/herself immediately. The election is conducted in accordance with the procedure prescribed in these bylaws. If the Chair is unable to complete the term of office, the Secretary-Parliamentarian of the Division shall within two months conduct an election in accordance with the procedure prescribed in these bylaws for the unexpired term provided that the unexpired term is longer than six months. In the interim or in the event the vacated term is less than six months, the secretary of the Faculty will serve as Chair. If a person so elected fills the vacancy for a period of not more than one year, the provision of this bylaw with regard to immediate reelection shall not apply and he/she shall be eligible for immediate reelection at the end of his/her term. (Am 25 Jan 72) (Am 22 May 03)

### E2.1.2

The secretary of the Faculty is chosen by the Executive Committee from among its membership. The term of office is one year. (Am 25 Jan 72)

### E2.1.3

The election of the Chair of the Faculty shall be conducted as provided in chapter 7 of the bylaws of the Division.

### E2.1.4

The Chair assumes office on the first day of July following his election at a regular election or immediately upon completion of the ballot count at a special election. The secretary takes office immediately upon appointment (Am 25 Jan 72)

### E3

#### Meetings

E3.1 Meetings may be called by the Chair of the Faculty or by the Dean of the school. At the written request of five voting members of the Faculty, the Chair must call a meeting. He/she must call at least one meeting each regular term in each year. (Am 25 Jan 72)

E3.1.1 A quorum consists of twenty-five
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<td>E3.1.2 A motion to submit a measure to mail or e-mail ballot has precedence over a motion for a vote in a meeting.</td>
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<td>E3.1.3 The Chair must send, at least five days before each meeting, copies of the call for the meeting together with all pertinent documents to each member of the Faculty. The Faculty shall not change curricular requirements of the school or the department or change these bylaws at the meetings at which such proposals for change are first made unless notice is previously given to all members of the Faculty in a call to the meeting. (Am 25 Jan 72)</td>
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<td>E3.1.4 These bylaws constitute primary rules of order for meetings of the Faculty and of the committees of the Faculty. The order of business is that prescribed in chapter 4 of the bylaws of the Division. Questions of order not covered by these bylaws or those of the Division are covered by Robert's Rules of Order, Newly Revised.</td>
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<td>E3.1.5 The minutes of every meeting of the Faculty shall be recorded by a staff member, reviewed and edited by the secretary of the Faculty and Faculty Chair, and sent within ten days to every member of the Faculty.</td>
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E.4 Committees

| E4.1 There shall be an Executive Committee consisting of the Chair of the Faculty, ex officio; the Dean of the school, ex officio; four members of the Faculty as provided in E4.01.01 and Director of Teacher Education, ex officio. No member is eligible for immediate reelection (except as an ex officio member), but he/she becomes eligible after one year of non-service. The Chair and secretary of the Faculty occupy corresponding offices in the Executive Committee. (Am 25 Jan 72)(Am 25 May 00) |
E4.1.1 The elected faculty membership shall consist of three persons elected at large from the Graduate School of Education. (Am 25 Jan 72)

E4.1.1.1 The term of office of members of the Executive Committee is two years.

E4.1.1.2 The election of Faculty members is held by mail ballot as provided in chapter 7 of the bylaws of the Division. For purposes of these elections, members of the Executive Committee are considered Officers of the Faculty of the school. Members of the Executive Committee take office on July first of the academic year following their election at a regular election or immediately upon completion of the ballot count at a special election. (En 25 Jan 72)

E4.1.1.3 Whenever the Executive Committee determines that a vacancy exists in its membership, the Secretary-Parliamentarian of the Division conducts an election in accordance with the prescribed procedure, provided the vacancy is to last more than six months. A vacancy shall be declared to exist and the committee member considered to have resigned if he/she anticipates an absence from the committee of more than six months. Vacancies of six months or less are filled temporarily by appointment by the Chair of the Faculty with the advice and consent of the Executive Committee. Whenever a vacancy exists in the membership of the Executive Committee, the Dean of the school shall call for a meeting of the supervisor of teacher education staff for the election of a replacement as specified in E4.0.1.01.04. (En 25 Jan 72)

E4.1.1.4 In May of each even numbered year the Dean of the Graduate School of Education will call a meeting of those
Education will call a meeting of those supervisors of teacher education who will continue to be employed by the school for the next academic year. At this meeting a new member of the Executive Committee shall be elected by caucus. (En 25 Jan 72)

E4.1.2 The Executive Committee has the following functions:

E4.1.2.1 The Executive Committee has the general oversight of the academic welfare and discipline of students in the school and has the power to bring before the Faculty any matters that the committee deems advisable.

E4.1.2.2 The Executive Committee appoints and designates the Chairs of all other standing committees and all special committees of the Faculty unless otherwise directed at a meeting of the Faculty. (Am 25 Jan 72)

E4.1.2.3 The Executive Committee acts finally for the Faculty (a) in the awarding of all degrees to students of the school in all cases which do not involve the suspension of regulations or that involve only minor adjustments in the curricula and (b) in the awarding of honors at graduation. The committee is likewise empowered to act on petitions of students for graduation under suspension of the regulations. The committee will report all degrees approved to the Division.

E4.1.2.4 The Executive Committee makes recommendations to the Faculty in the establishment, modification, and discontinuation of all departmental and school instructional programs, curricula, and credential programs. (Am 25 Jan 72)

E4.1.2.5 The Executive Committee acts for the Faculty in making recommendations to the Division regarding courses.

E4.1.2.6 The Executive Committee reviews and makes recommendations to the Dean of the Graduate School of Education regarding proposals for the establishment of new program areas.
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<td>E4.1.2.7</td>
<td>The Executive Committee establishes and maintains liaison with the Executive Committees of the other colleges and schools in the Division.</td>
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<td>E4.1.2.8</td>
<td>The Executive Committee assists the Dean on his request in matters relating to the administration of the Graduate School of Education.</td>
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<td>E4.2</td>
<td>There shall be a standing teacher education committee consisting of one representative from each teacher credential program; two other Faculty; the Director of Teacher Education, ex officio; and the Dean of the Graduate School of Education, ex officio. The duty of the committee is to advise on the operation of teaching credential programs. (En 25 Jan 72)</td>
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<td>E4.3</td>
<td>There shall be a standing graduate advisory committee consisting of four Faculty members, the graduate advisor, ex officio, and the Dean of the Graduate School of Education ex officio. The duty of the committee is to advise on the operation of graduate degree programs. (En 25 Jan 72)</td>
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<td>E4.4</td>
<td>There shall be a standing M.Ed. advisory committee consisting of two Faculty members, the Director of Teacher Education who shall be the M.Ed. graduate advisor, ex officio, and the Dean of the Graduate School of Education, ex officio. The duty of this committee is to advise on the operation of the M.Ed. graduate degree program.</td>
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<td>E5</td>
<td>Election and Balloting</td>
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<td>E5.1</td>
<td>Elections are conducted as specified in E2.01.01, E2.01.03, E4.01.01, E4.01.01.01, E4.01.01.02, E4.01.01.03, and E4.01.01.04. (En 25 Jan 72)</td>
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and E4.01.01.04. (En 25 Jan 72)

E5.1.1 Mail balloting on measures referred to the whole Faculty of the school by action of a meeting of the Faculty are conducted by the Secretary-Parliamentarian of the Division following the provisions of chapter 7 of the Division bylaws. (En 25 Jan 72)

E6 Amendments and Suspensions of Bylaws and Regulations

E6.1 These bylaws can be amended or suspended only as provided in chapter 6 of the bylaws of the Division and in E3.01.03. (En 25 Jan 72)

Justification:

There are two major changes in these Bylaws. One pertains to an increase in faculty member representation on the Executive Committee; we propose to add one new member, bringing the total to four. This is because we now have four, rather than three, program areas (although the “Exceptionality” area is comprised of both Special Education and School Psychology.) The other change references our new M.Ed. program, which is linked directly to the Teacher Education Program; hence, we propose a separate M.Ed. Advisory Committee to deal directly with M.Ed. issues, whereas the current Graduate Advisory Committee advises on the operation of our MA and Ph.D. programs.

We await approval to hold the election for our fourth Executive Committee member.

Approved by the Graduate School of Education Executive Committee: October 5, 2004
Approved by the Graduate School of Education Faculty: October 12, 2004
The Committee on Rules & Jurisdiction finds the wording consistent with the Code of Academic Senate: February 8, 2005