

**CHRISTIANE WEIRACH
DIVISIONAL VICE CHAIR (Department of Entomology)**

**REPORT TO THE RIVERSIDE DIVISION
May 26, 2020**

To Be Adopted

Proposed Changes to UCR Senate Bylaw 2 OFFICERS AND THE EXECUTIVE OFFICE

PRESENT

PROPOSED

2.1 The elected officers of the Division are the Chair, the Vice Chair, and 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) (Am 24 May 2005)

No change.

2.1.1 No individual may hold two offices of the Division simultaneously. (Am 24 May 2005)

No change.

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) (Am 24 May 2005)

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. (Am 24 May 2005)

No change.

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

No change.

Academic Council of the Assembly. (Am 24 May 2005)

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 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. (Am 24 May 2005)

No change.

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. (Am 24 May 2005)

No change.

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. (Am 24 May 2005)

No change.

2.2.6 The Chair exercises general supervision of the Executive Office. (Am 24 May 2005)

No change.

2.2.7 Unless otherwise specified in these Bylaws or in enabling acts, the Division's Chair shall be chosen from other than the President of the University, the Chancellor at Riverside, the University Librarian, the Registrar, any Vice Chancellor, Associate Chancellor, Associate or Assistant Vice Chancellor, any Dean, Associate or Assistant Dean, any Provost, any department chair or a program director of an ORU or MRU. (En 22 May 2007)

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,

No change.

the Committee on Committees shall appoint a Vice Chair for the unexpired term. (Am 22 Oct 73) (Am 24 May 2005)

2.2.8 In the absence of both the Chair and Vice Chair, the succession order among Division Officers shall be: Secretary/Parliamentarian, then longer serving Assembly Representative, then second Assembly Representative. The Committee on Committees would appoint a Senate member to serve as Division Chair in the event the second Assembly Representative is also unavailable.

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). (Am 24 May 2005)

No change.

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) (Am 24 May 2005)

No change.

2.3.3 Unless otherwise specified in these Bylaws or in enabling acts, the Division's Vice Chair shall be chosen from other than the President of the University, the Chancellor at Riverside, the University Librarian, the Registrar, any Vice Chancellor, Associate Chancellor, Associate or Assistant Vice Chancellor, any Dean, Associate or Assistant Dean, any Provost, any department chair or a program director of an ORU or MRU. (En 22 May 2007)

No change.

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

No change.

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) (Am 24 May 2005)

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. (Am 24 May 2005)

No change.

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. (Am 24 May 2005)

No change.

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) (Am 24 May 2005)

No change.

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 for the unexpired term. (Am 22 Oct 73) (Am 24 May 2005)

No change.

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) communicate any action by the Division to members or committees of the Division and to administrative officers affected by it; (5) upon

No change.

direction from the Chair, refer to the appropriate standing committees questions (including petitions of students) for presentation to the Division; (6) conduct all elections and balloting in the Division; (7) perform the duties of the parliamentarian. (Am 22 Oct 73) (23 Apr 74)(Am 26 May 94) (Am 24 May 2005) (Am 22 May 2007)

2.6 Executive Office. The Executive Office of the Division is under the general supervision of the Chair. It includes such analytical, administrative, and clerical employees as are made available to the Division and its committees. (Am 22 Oct 73) (Am 24 May 2005)(Am 20 Nov 07) No change.

2.6.1 The Executive Office of the Division shall: No change.
(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 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. (Am 24 May 2005)

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 (Am 24 May 2005) No change.

Statement of Purpose and Effect:

Current UCR Senate bylaws do not indicate Divisional Chair succession. Per the recommendation of the Committee on Rules and Jurisdiction on March 19, 2020 (attached), it is

proposed that in case of the absence of both the Chair and Vice Chair, the Chair succession in the Riverside Division is Secretary/Parliamentarian, then longer server Assembly Representative, then next Assembly Representative. The purpose is the formalize succession among the officers of the Division.

Submitted by Christiane Weirauch, Division Vice Chair & Professor of Entomology

Approvals

Executive Council in Lieu of the Division:

April 13, 2020

The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the Academic Senate:

March 23, 2020

UCRIVERSIDE UNIVERSITY OF CALIFORNIA | **Academic Senate**
COMMITTEE ON RULES AND JURISDICTION

March 19, 2020

To: Dylan Rodríguez, Chair
Riverside Division

From: Nael Abu-Ghazaleh 
Chair, Committee on Rules and Jurisdiction

Re: Inquiry – Division Chair Succession

The committee on Rules and Jurisdiction reviewed the inquiry regarding Division Chair succession, particularly the question of who would serve as Senate Chair if both the Senate Chair and Vice Chair would be temporarily unavailable. Senate regulations do not have a provision for a chain of succession in the case of an interim vacancy. They only indicate how to fill the Chair and Vice Chair positions once they have been vacated.

Given the ambiguity, the committee referred to Sturgis, which is also silent on interim vacancies. Therefore, defaulting to UCR campus procedures for interim vacancies appears appropriate. For example, UCR administration has a chain of succession where the Provost is first in line, followed by a specific order of Vice Chancellors, and so forth. In the case of the Academic Senate, the Chair or Vice Chair would designate a Senate Officer to serve temporarily.

It is our recommendation that the current Chair or Vice Chair designate the Senate Officer ahead of time, with additional Senate member designees in the chain of succession, if any of the three Senate Officers are not available.



March 18, 2020

TO: Committee on Rules & Jurisdiction

FROM: Dylan Rodriguez, Division Chair

Re: Inquiry - Division Chair Succession

Dear Committee on Rules & Jurisdiction,

I make a timely inquiry regarding succession in the Riverside Division of the Academic Senate.

In the absence of both the Senate Division Chair and Vice Chair, who may act as Chair?

I look forward to your reply.

Sincerely,

A handwritten signature in black ink, appearing to be "DR", written over a light blue horizontal line.

dylan