

BYLAWS OF FACULTIES
THE GRADUATE SCHOOL OF EDUCATION & INFORMATION STUDIES
UNIVERSITY OF CALIFORNIA, LOS ANGELES
Revised 10/2/00

Part I. Functions

1. The Faculty of the Graduate School of Education & Information Studies, as defined and empowered by Bylaw 50, shall conduct the academic governance of the School. Such governance shall be subject to the rules and coordinating powers of the Graduate Council.

Part II. Membership

2. Membership in the Faculty of the Graduate School of Education & Information Studies is defined in Divisional Bylaws 50(A) and 164.
3. Voting eligibility in the Faculty and on committees shall be as prescribed in Bylaw 50(B).

Part III. Officers

4. The Officers of the Faculty are the Chair and Chair-Elect of the Faculty.
 - (A) The Chair-Elect shall be elected from among the voting members of the Faculty of the School for a one-year term and automatically and successively shall become the Chair of the Faculty. The Chair-Elect shall be determined by simple majority of those Education and Information Studies Faculty voting for the Chair-Elect. The Chair-Elect's responsibilities shall include coordinating the recording of minutes at Executive Committee and at All Academic Personnel meetings, and assuring that approved minutes are added to the archives. The Chair-Elect shall substitute for the Chair in the Chair's absence.
 - (B) The Chair of the Faculty shall serve for a one-year term. The Chair's responsibilities shall include setting agendas for and chairing All Academic Personnel and Executive Committee meetings and representing the School in meetings of the Academic Senate Council of Faculty Chairs.
 - (C) Terms of service ordinarily shall begin September 1 and end August 31.
 - (D) Should the position of Chair of the Faculty become vacant, the Chair-Elect shall assume the position immediately.
 - (E) Should the position of Chair-Elect of the Faculty become vacant on or before December 31, then a new election shall be called immediately and the newly elected Chair-Elect shall assume the position immediately, filling the remainder of the Chair-Elect term. If the vacancy occurs between January 1 and the annual Spring Quarter elections, the position shall be left unfilled, unless the majority of Executive Committee members attending vote to fill the position immediately. If

the position is left vacant, the individual elected in the annual election shall assume the position immediately, not on September 1.

Part IV. All Academic Personnel Meetings

5. All Academic Personnel meetings shall be held at least once a quarter during the three quarters of the academic year, unless the Faculty Chair and the Executive Committee determine that such meeting is not needed.
6. The Chair of the Faculty, in consultation with the Dean, sets All Academic Personnel meeting agendas and chairs the meetings. The agenda shall be distributed one week in advance of the All Academic Personnel meeting.
7. The Chair of the Faculty is required to call an All Academic Personnel meeting at the written request of any 10 members of the Faculty as defined by Bylaw 50 (B), and such meeting shall be called within 10 instructional days after receipt of the request.
8. Personnel with academic titles and the two departmental student representatives (or alternates) to the Executive Committee shall be invited to attend All Academic Personnel meetings.
9. By invitation of the Faculty Chair, GSE&IS students other than the representatives (or alternates) to the Executive Committee and non-academic staff may attend All Academic Personnel meetings.
10. At the Faculty Chair's discretion, an executive session of the Faculty may be called. Only members of the Faculty as designated by Bylaw 50(B) shall be privileged to attend.
11. One-third of the voting members of the Faculty shall constitute a quorum. Voting members who are on leave or on sabbatical are not included in the quorum count, but they are eligible to vote.
12. Voting is by secret ballot only when requested by a voting member.

Part V. Committees

13. Executive Committee
 - (A) *Chair.* The Executive Committee shall be chaired by the Chair of the Faculty.
 - (B) *Membership.* The Executive Committee shall consist of
 - (1) the elected Chair and Chair-Elect of the School Faculty;
 - (2) three Education Faculty elected by Department of Education Faculty;
 - (3) two Information Studies Faculty elected by Department of Information Studies Faculty;
 - (4) two Faculty members elected at-large;
 - (5) Dean, ex officio, without vote;

- (6) Associate Dean(s), ex officio, without vote;
 - (7) Education and Information Studies Department Chairs, ex officio, without vote, and
 - (8) two student representatives. Students in each department separately shall themselves determine the appropriate mechanism to designate a representative and an alternate to serve for the entire year and so inform the Faculty Chair. Student representatives shall be permitted to vote, but their votes shall be recorded separately. For each department, the designated student representative or alternate, but not both, shall attend Executive Committee meetings.
- (C) *Elections.* Balloted elections shall take place annually in Spring Quarter with those elected taking office on September 1. Faculty Executive Committee members elected by their department or at-large (2, 3, and 4 above) shall hold two-year terms with staggered elections. In the event that more than one position (2, 3, or 4 above) is open in the same election, in the balloting for these positions each Faculty member in the relevant voting unit shall be able to cast one and only one vote for any one candidate. Vacancies in these positions shall be handled in the same manner as vacancies for the Chair-Elect (III.4.e above).
- (D) *Meetings.* Executive Committee Meetings shall be called once a month October through May or as determined necessary by the Faculty Chair or a majority of the voting members of the Executive Committee. The Faculty Chair, in consultation with the Dean, shall set the agenda. Agendas for each Executive Committee meeting shall be sent by email to all faculty at least one week before the scheduled meeting. Any attachments may be obtained by request from the responsible staff person, if they were not included with the email. Any faculty member may attend any Executive Committee meeting and always has privilege of the floor. Minutes of the meetings shall be approved by the Executive Committee and distributed to all Faculty of the School, and retained by the Assistant to the Dean in the School's archives.
- (E) *Quorum.* A simple majority of voting members shall constitute a quorum.
- (F) *Duties.*
- (1) Provide general oversight of the welfare of the students, faculty, and staff of the School, and bring before the faculty any recommendations that the Executive Committee may deem advisable;
 - (2) Advise the Dean on academic policies of the School;
 - (3) Advise the Dean on long-range planning and future direction of the School;
 - (4) Advise the Dean on budget considerations;

- (5) Advise the Dean on the allocation of ladder Faculty positions to departments and programs;
- (6) Review proposed University policies and advise the Faculty Chair and/or Dean on GSE&IS's response;
- (7) Advise the Dean on policy and external relations with public and private organizations in the fields of education and information studies, and
- (8) Establish ad hoc committees as may be deemed necessary to the functioning of the Executive Committee or as requested by vote of the Faculty at an All Academic Personnel meeting. Such ad hoc committees shall be appointed and charged by the Chair in consultation with the Executive Committee. Such committees shall make reports to the Executive Committee, as requested.

(G) *Voting.* Voting is by secret ballot only when requested by a voting member.

Part VI. Suspension of Rules

14. At All Academic Personnel meetings, rules may be suspended by majority vote of the Faculty attending. At Executive Committee meetings, rules may be suspended by majority vote of the Executive Committee Faculty members attending. In both cases, suspension of the rules cannot occur if at least 30% of those present and eligible to vote actually vote against the proposed suspension.

Part VII. Amendment of Bylaws

15. The Bylaws may be added to, amended, or repealed at any regular or special meeting by a two-thirds vote of all the voting members present, provided that written notice of amendment shall have been sent to each member of the faculty at least five instructional days previous to the meeting at which the amendment is to be moved. No amendment shall be made that is inconsistent with legislation of the Academic Senate. A waiting period of 30 calendar days shall be in effect upon the approval of any amendment.