UNIVERSITY OF CALIFORNIA

THE BYLAWS OF THE

LOS ANGELES DIVISION

of the

ACADEMIC SENATE

September, 2006
# TABLE OF CONTENTS

## PART I

**BYLAWS OF THE DIVISION**

<table>
<thead>
<tr>
<th>Bylaw Number</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CHAPTER I Source of Authority</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>CHAPTER II Membership</td>
<td>1</td>
</tr>
<tr>
<td>10</td>
<td>CHAPTER III Powers and Duties</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>CHAPTER IV Organization</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Section 1. Officers and the Executive Office</td>
<td>3</td>
</tr>
<tr>
<td>15</td>
<td>Chair</td>
<td>3</td>
</tr>
<tr>
<td>20</td>
<td>Vice Chair</td>
<td>4</td>
</tr>
<tr>
<td>25</td>
<td>Secretary</td>
<td>4</td>
</tr>
<tr>
<td>30</td>
<td>Parliamentarian</td>
<td>5</td>
</tr>
<tr>
<td>32</td>
<td>Elections Commissioner</td>
<td>5</td>
</tr>
<tr>
<td>35</td>
<td>Executive Office</td>
<td>5</td>
</tr>
<tr>
<td>40</td>
<td>Section 2. Representatives to the University Assembly</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Section 3. General Provisions for Committees and Faculties</td>
<td>6</td>
</tr>
<tr>
<td>45</td>
<td>Committees</td>
<td>6</td>
</tr>
<tr>
<td>50</td>
<td>Faculties of Schools and Colleges</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Section 4. Standing Committees</td>
<td>11</td>
</tr>
<tr>
<td>55</td>
<td>Title 1. Legislative Assembly</td>
<td>11</td>
</tr>
<tr>
<td>60</td>
<td>Title 2. Executive Board</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Title 3. Committees on Academic Programs and Policies</td>
<td>14</td>
</tr>
<tr>
<td>65.1</td>
<td>Undergraduate Council</td>
<td>14</td>
</tr>
<tr>
<td>65.2</td>
<td>Graduate Council</td>
<td>16</td>
</tr>
<tr>
<td>65.3</td>
<td>Council on Planning and Budget</td>
<td>17</td>
</tr>
<tr>
<td>65.5</td>
<td>Undergraduate Admissions and Relations With Schools</td>
<td>17</td>
</tr>
<tr>
<td>67.1</td>
<td>Education Abroad</td>
<td>18</td>
</tr>
<tr>
<td>67.3</td>
<td>Teaching</td>
<td>19</td>
</tr>
<tr>
<td>67.5</td>
<td>Committee on Continuing and Community Education</td>
<td>19</td>
</tr>
<tr>
<td>67.6</td>
<td>Intercollegiate Athletics</td>
<td>21</td>
</tr>
<tr>
<td>70</td>
<td>Title 4. Council on Academic Personnel</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>Title 5. Committees on Educational Resources</td>
<td>22</td>
</tr>
<tr>
<td>Section</td>
<td>Title</td>
<td>Page</td>
</tr>
<tr>
<td>---------</td>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>75.1</td>
<td>Computing</td>
<td>22</td>
</tr>
<tr>
<td>75.2</td>
<td>Library</td>
<td>22</td>
</tr>
<tr>
<td>75.3</td>
<td>Council on Research</td>
<td>22</td>
</tr>
<tr>
<td>80.1</td>
<td>Academic Freedom</td>
<td>24</td>
</tr>
<tr>
<td>80.2</td>
<td>Diversity and Equal Opportunity</td>
<td>24</td>
</tr>
<tr>
<td>80.3</td>
<td>Faculty Research Lectureship</td>
<td>24</td>
</tr>
<tr>
<td>80.4</td>
<td>Faculty Welfare</td>
<td>24</td>
</tr>
<tr>
<td>80.6</td>
<td>University Emeriti and PreRetirement Relations</td>
<td>26</td>
</tr>
<tr>
<td>85.</td>
<td>Committee on Committees</td>
<td>27</td>
</tr>
<tr>
<td>95.</td>
<td>Privilege and Tenure</td>
<td>29</td>
</tr>
<tr>
<td>95.1</td>
<td>Charges</td>
<td>29</td>
</tr>
<tr>
<td>95.2</td>
<td>Grievance and Disciplinary Procedures</td>
<td>29</td>
</tr>
<tr>
<td>100.</td>
<td>Rules and Jurisdiction</td>
<td>30</td>
</tr>
<tr>
<td>105.</td>
<td>Senate Electoral Committee</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>CHAPTER V. Procedures</td>
<td>31</td>
</tr>
<tr>
<td></td>
<td>Section 1. General Provisions</td>
<td>31</td>
</tr>
<tr>
<td>110.</td>
<td>Uniformity of Procedures</td>
<td>31</td>
</tr>
<tr>
<td>115.</td>
<td>Definitions</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td>Section 2. Specific Provisions</td>
<td>32</td>
</tr>
<tr>
<td>120.</td>
<td>Modification of Legislation</td>
<td>32</td>
</tr>
<tr>
<td>125.</td>
<td>Suspension of Regulations</td>
<td>32</td>
</tr>
<tr>
<td>130.</td>
<td>Meetings</td>
<td>33</td>
</tr>
<tr>
<td>135.</td>
<td>Rules of Order</td>
<td>33</td>
</tr>
<tr>
<td>140.</td>
<td>Agenda and Minutes of Meeting</td>
<td>35</td>
</tr>
<tr>
<td>145.</td>
<td>Resolutions and Memorials</td>
<td>36</td>
</tr>
<tr>
<td>150.</td>
<td>Elections</td>
<td>36</td>
</tr>
<tr>
<td>155.</td>
<td>Mail Ballots on Issues</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>CHAPTER VI. Membership of Faculties</td>
<td>41</td>
</tr>
<tr>
<td></td>
<td>Section 1. Professional Schools</td>
<td>41</td>
</tr>
<tr>
<td>161.</td>
<td>Arts and Architecture</td>
<td>41</td>
</tr>
<tr>
<td>162.</td>
<td>Dentistry</td>
<td>41</td>
</tr>
<tr>
<td>164.</td>
<td>Education and Information Studies</td>
<td>41</td>
</tr>
<tr>
<td>166.</td>
<td>Engineering and Applied Science</td>
<td>41</td>
</tr>
<tr>
<td>168.</td>
<td>Law</td>
<td>42</td>
</tr>
<tr>
<td>172.</td>
<td>Management</td>
<td>42</td>
</tr>
<tr>
<td>174.</td>
<td>Medicine</td>
<td>42</td>
</tr>
<tr>
<td>176.</td>
<td>Nursing</td>
<td>42</td>
</tr>
<tr>
<td>178.</td>
<td>Public Health</td>
<td>42</td>
</tr>
<tr>
<td>179.</td>
<td>Public Policy and Social Research</td>
<td>42</td>
</tr>
<tr>
<td>183.</td>
<td>Theater, Film and Television</td>
<td>42</td>
</tr>
<tr>
<td>184.</td>
<td>Letters and Science</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>CHAPTER VII. Council of Faculty Chairs</td>
<td>43</td>
</tr>
<tr>
<td>190.</td>
<td>Council of Faculty Chairs</td>
<td>43</td>
</tr>
</tbody>
</table>
BYLAWS OF THE LOS ANGELES DIVISION

Chapter I. SOURCE OF AUTHORITY

1. (A) The membership, duties, powers, and privileges of the Academic Senate are defined by the Standing Orders of the Regents of the University of California.

(B) The Los Angeles Division is a Committee of the Academic Senate of the University of California and, subject to provisions of the Bylaws of the University Academic Senate, is authorized to organize, to select its own officers and committees, and to adopt rules for the conduct of its business as provided below.

Chapter II. MEMBERSHIP

5. (A) General Provisions. Members of the Los Angeles Division are: the President of the University, the Chancellor, the Vice Chancellors, Deans, Directors, Registrar, and Chief Librarian at Los Angeles, all officers of instruction at Los Angeles whose academic title entitles them, by Order of the Regents, to membership in the Academic Senate,* those Senate members holding Universitywide appointments who elect to enroll in this Division, and any other persons certified for membership by the Secretary of the Division in accordance with Divisional and Senate legislation. Membership does not lapse because of leave of absence or transfer to emeritus status.

(B) Privilege of Instructors and Visitors. Instructors with less than two years service may not vote in meetings of the Division or its Faculties. Any members of the Academic Senate from other Divisions may attend meetings of the Los Angeles Division with the privilege of the floor, and may make motions, but may not second motions or vote. [See Divisional Bylaw 55(G) concerning Privilege of the Floor at Legislative Assembly Meetings.] Provision for the transfer of voting privilege to another Division is prescribed in Senate Bylaw 305.

Chapter III. POWER AND DUTIES

10. (A) General Provisions

*See Standing Orders of The Regents, 105.1(a)
(1) The Los Angeles Division is possessed of all authority of the Academic Senate at UCLA not specifically delegated to the Assembly of the Academic Senate or to University Senate committees. Subject to the provisions of Divisional Bylaw 155(B), the Division delegates to the Legislative Assembly its authority to

(a) establish Faculties in colleges and schools at Los Angeles;

(b) submit recommendations to the University Academic Senate or to the Assembly of the Academic Senate regarding changes in Senate legislation; and

(c) originate and take final action on legislation substantially affecting only the Los Angeles Division.

Such legislation includes:

(i) Bylaws, which define the source of authority, membership, powers, duties and organization of the Division and its agencies,

(ii) Regulations, which govern admission and degree requirements and the authorization and supervision of courses and curricula in all academic units under the jurisdiction of the Academic Senate at Los Angeles.

Legislation is subject to review by the University Committee on Rules and Jurisdiction for conformance with the Manual of the Academic Senate. [See Senate Bylaws 205 and 310(A)(3)]

(2) The Legislative Assembly recommends to the President of the University all candidates for degrees who have completed the requirements for such degrees in a school, college or the Graduate Division.

(3) The Division and the Legislative Assembly are empowered to receive and consider reports and recommendations from Divisional and University committees of the Academic Senate, from individual members of the Senate, from the Faculties of colleges and schools located at Los Angeles, from local administrative officers, and from other Divisions. However, only the Legislative Assembly may enact, amend or repeal legislation.

(4) The Division or the Legislative Assembly may transmit resolutions on any matter of University concern directly to the President, with copies to the Assembly of the Academic Senate or such resolutions may be transmitted to the Assembly of the Academic Senate; for its consideration and concurrence.
(5) Memorials to the Regents on any matter of University concern may be originated by the Division or the Legislative Assembly, but no Memorial may be transmitted to the President for presentation to the Regents unless it has been approved by a mail ballot submitted to the voting members of the entire Academic Senate as provided in Senate Bylaw 90(B).

(B) Curricular and Degree Changes. No change in the curriculum of a college or school at Los Angeles may be made by the Legislative Assembly until the matter has been formally considered by the Faculty concerned. A proposal by the Graduate Council for a new degree must be approved by the Legislative Assembly before transmittal to the Coordinating Committee on Graduate Affairs. A proposal to disestablish an undergraduate program or major must be voted upon by the Faculty of the school or college concerned; this authority may not be redelegated by the Faculty to another agency. Disestablishment shall be governed by the procedures of Appendix V. In all such matters, procedures set forth in the Manual of the Los Angeles Division of the Academic Senate shall be followed. [Am 11 Mar 86]

(C) For the purposes of sections 45(c) (right of hearing), 55(A)(2) (representation in the Legislative Assembly), 65.2(a) (membership on the Graduate Council), 85(B) (membership on the Committee on Committees) 105 (definition of the Senate Electoral Committee), 150(C)(4) (conduct of elections for the Legislative Assembly), and 184 (membership in the faculty of the College of Letters and Science) of the Manual of the Academic Senate, a Center for Interdisciplinary Instruction shall be treated the same as a department. [En 7 June 94]

Chapter IV. ORGANIZATION

Section 1. Officers and the Executive Office

15. Chair

(A) Term. The term is one year, beginning on September first following his or her tenure as Vice Chair. [Am 19 Jan 88, 25 Apr 95]

(B) Duties. It is the duty of the Chair to

(1) preside over all meetings of the Los Angeles Division and its Legislative Assembly.

(2) maintain effective communication between the Division and the administration, between the Division and its committees, and between the committees severally. The Chair may participate in a non-voting capacity in the deliberations of any committee of the Division unless the matter under consideration is not to be reported directly to the Division. He or she may refer matters directly to committees of the Division.
(3) submit an annual budget request to the Chancellor to support the work of the Los Angeles Division and control expenditures from appropriations granted for this purpose; supervise the Executive Office of the Los Angeles Division; report annually to the Division regarding the work of the Executive Office and submit any proposals for the improvement of its operation that require Divisional action.

(4) determine initially, with the advice of the Committee on Rules and Jurisdiction, whether proposed legislation is solely of Divisional concern. This decision may be appealed to the Legislative Assembly and is subject to Senate Bylaws 205 and 310.

(5) serve ex officio as Chair of the Executive Board and the Legislative Assembly and as a member of the Assembly of the Academic Senate and the Academic Council.

(6) transmit actions by the Division or the Legislative Assembly to members of the Divisional committees concerned, to officers and agencies of the Senate, and to administrative officers.

(7) refer to appropriate committees all petitions of students or other materials for presentation to the Division or the Legislative Assembly.

20. **Vice Chair**

(A) *Term.* The term is one year, beginning on September first following election. At the conclusion of this term, the Vice Chair succeeds to the chairship. If the chairship becomes vacant, the Vice Chair becomes Chair for the remainder of that term and the succeeding one year term. In the event of a vacancy in the office of Vice Chair, an election shall be conducted within two months.

(B) *Duties.* It is the duty of the Vice Chair to

(1) assume the duties of the Chair in the Chair's absence or incapacity.

(2) perform such duties as are assigned by the Chair.

(3) serve as Vice Chair of the Executive Board and as ex officio member of the Legislative Assembly.
25. Secretary

(A) Term. The Secretary serves at the pleasure of the Division following appointment by the Committee on Committees.

(B) Duties. It is the duty of the Secretary to

1. prepare the Call and Minutes for each meeting of the Division and the Legislative Assembly in accordance with Senate Bylaw 315.

2. determine the membership of the Division.

3. report results of elections to the Division.

30. Parliamentarian. The Parliamentarian is appointed by the Committee on Committees.

32. Elections Commissioner. The Elections Commissioner is appointed by the Committee on Committees for a three-year term and is responsible for supervising all elections of the Division. [See Divisional Bylaw 150 for election procedures] [Enacted 13 Apr 82, Am 11 Nov 86]

35. Executive Office

(A) Organization. The Executive Office is under the supervision of the Divisional Chair and includes such administrative and clerical employees as are required to assist the Division and its committees.

(B) Duties. It is the duty of the staff of the Executive Office to

1. assist in the discharge of duties assigned to officers and committees of the Los Angeles Division and the University Academic Senate.

2. maintain a depository of all records of the Los Angeles Division and its committees, and of the University Academic Senate. [See also Divisional Bylaw 45(1)]

3. maintain and keep current a record of the membership of the Division, the Senate committee service of each member of the Division, and the roster of all committees of the Senate.

(C) Inspection of Records. 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.
Section 2. Representatives to the Assembly of the Academic Senate of the University of California

40. (A) Appointment. Subject to confirmation by the Division, half the allotted number of Representatives and three alternate Representatives are appointed annually by the Committee on Committees. Two-thirds of the Representatives to the Assembly of the Academic Senate must be chosen from the elected members of the Los Angeles Legislative Assembly. No ex officio member of the Assembly of the Academic Senate may be an appointed Representative. No one who is ineligible under Senate Bylaw 105 to serve as a Representative may be appointed as an alternate. The Chair of the Division shall designate one of the alternate Representatives to serve in the absence or disability of a Representative.

(B) Term. The term is two years, beginning on September first following their appointment. No Representative may serve for more than two consecutive terms, but a Representative is again eligible after the lapse of at least two years following a second consecutive term.

(C) Duties. Members represent the Division in the Assembly of the Academic Senate and report actions of the Assembly to the Division.

Section 3. General Provisions for Committees and Faculties

45. Committees

(A) Committees of the Division. The following agencies are designated Committees of the Los Angeles Division: Standing Committees (including the Executive Board), Special Committees of the Division, each Faculty, the Divisional Legislative Assembly, and Senate Electoral Committees.

(B) Committee Responsibility and Authority to Report. Each committee is responsible to the agency establishing it and is obligated to report its actions to that agency. Except as provided in Divisional Bylaw 65.2(B) (Duties of the Graduate Council), Standing Committees of the Division normally report to the Division, but they may report concurrently to the Administration, any other Divisional or University Committee, and, in accordance with Senate Bylaw 115, to the Assembly of the Academic Senate. Special Committees, the Executive Board, and committees concerned with faculty governance report directly to the Division. Recommendations made to an officer of the Administration are reported to the Division when consonant with the original charge to a committee, unless the nature of the recommendation is for good cause held confidential. Procedures for standing committees shall be in accordance with Appendix XV of this Manual. [Am 13 Apr 82, Conforming change 31 Mar 93]
(C) **Right of a Hearing.** In accordance with the Standing Orders of The Regents, each member of the Division shall have the privilege of a hearing by the appropriate committee or committees of the Division on any matter relating to personal, departmental, or University welfare. [Bylaws and Standing Orders of The Regents 103.2]

(D) **Selection of Committee.** Unless otherwise specified, the Divisional Committee on Committees shall select the Chair, Vice Chair, and members of committees, and shall report such action to the Legislative Assembly for confirmation. When no provision is made for a Vice Chair in legislation, each committee is authorized to designate a Vice Chair. [Am 13 Apr 82]

(E) **Composition of Committee**

(1) Each member of a Divisional committee must be a member of the Academic Senate. Committees may be constituted of any combination of ex officio, elected, or appointed members, each exercising the same powers, including the privilege of voting, unless limitations are imposed when the committee is established.

(2) Membership on the Executive Board, on the Council on Academic Personnel, or on any Governance Committee (see Title 7, Senate Governance Committees) of the Senate is incompatible with service as an administrative officer, as a Department Chair, or as a member of the Faculty Executive Committee of the School or College. Any such incompatibility that is not resolved within ten days shall result in declaration of vacancy by the Committee on Committees under 85.E.2. After full and open debate, the Legislative Assembly may grant and/or the Executive Board may grant exceptions. [En 7 Mar 95; Am 11 Feb 03]

(3) No Chair, Vice-Chair, or Immediate Past Chair of the Senate, nor any Chair of a Governance Committee or of the Council on Academic Personnel, shall accept appointment to an administrative office in the University (not including Department Chair) for at least one calendar year after leaving office. After full and open debate, the Legislative Assembly may grant exceptions. [En 7 Mar 95; Am 12 Nov 96; Am 11 Feb 03]

(4) The following committees shall include two graduate and two undergraduate student representatives: Academic Freedom, Diversity and Equal Opportunity, and Planning and Budget. The Committee on Undergraduate Admissions and Relations With Schools shall have two undergraduate representatives. The Undergraduate Council shall have two graduate and four undergraduate student representatives. The Graduate Council shall have four graduate student representatives. [Am 19 Nov 85, 24 Jan 89, 18 May 93, 8 Nov 94, 23 May 95]
(5) The remaining Standing Committees (including the Executive Board) shall include both a graduate and an undergraduate student representative with the exception of the following committees: Academic Personnel, Charges, Committee on Committees, Faculty Research Lectureship, Grievance and Disciplinary Procedures, Privilege and Tenure, Rules and Jurisdiction, University Emeriti and Pre-Retirement Relations, and Senate Electoral Committees. [Am 24 Jan 89, 22 May 90]

(6) Committees may invite additional representatives if desired. Student representatives on committees shall be entitled to representation on all standing subcommittees. Student representative shall be invited to attend and participate at all meetings of the committee unless the committee determines that the subject matter of a meeting is not appropriate for their participation. Graduate and undergraduate representatives shall be designated by the appropriate graduate and undergraduate governing bodies of ASUCLA, respectively. The current list of student representatives shall be notified of the time, place and agenda of each committee meeting through their respective offices.

(7) On all votes in Academic Senate committees attended by student representatives the student votes shall be recorded separately and reported whenever the recommendation or vote of the committee is presented to the Legislative Assembly or other Academic Senate bodies advised by such committees. [Am 23 Nov 82]

(F) **Term of Members of Standing Committees.** Unless otherwise specified, each member serves from September first (or from the date of appointment as a replacement) through August thirty-first of the following year. The normal period of service on a committee is three years, but limitation or extension of that period of assignment is at the discretion of the Committee on Committees.

(G) **Tenure of Special Committees.** The tenure of a Special Committee extends until the committee has been discharged by the Division or the Legislative Assembly.

(H) **Annual Reports of Standing Committees.** The annual reports of Standing Committees (including the Executive Board) are scheduled for the May meeting or the succeeding Fall meeting of the Legislative Assembly, whichever is determined by the committee to be most consistent with its charge.

(I) **Records.** Each Standing and Special Committee of the Division shall file copies of its records, including agenda, minutes, correspondence and reports with the Executive Office of the Academic Senate.

(J) **Use of Ad Hoc and Subcommittees.** Each committee is authorized to establish ad hoc committees from outside the ranks of its own membership, or subcommittees of its members, to make in-depth studies of specific issues and report back to the committee.
for further action on recommendation. In such instances, the parent committee must take final responsibility for any report to the Senate and/or Administration issuing from such a study.

(K) **Meetings.** Meetings shall be called by the Chair of the Committee, or in his or her absence, the Vice Chair. [Am 13 Apr 82]

(L) **Conflicts of interest** [En 7 Mar 95]

(1) Every member who receives a stipend, released time, or any other form of remuneration in connection with Senate service shall at the earliest opportunity disclose that fact to the Executive Board, which may require further relevant information; and the Executive Board shall, at least annually, report fully to the Legislative Assembly, by name, the details of each such case, including compensation granted under the provisions of 60.B.3.

(2) Any member of any Standing or Special Committee of the Division to whom a conflict of interest might reasonably be imputed under (3) below shall abstain from voting on any measure to which the conflict applies; and shall speak on it only after declaring and describing the potential conflict.

(3) A member has a conflict of interest whenever the matter before the committee:

(a) involves an individual with whom the member has a personal, familial, or close professional (e.g., collaborative) relationship;

(b) involves a colleague in the member's Department of instruction, except where it is clear that the member would nonetheless be able to act in the best interests of the University and of the Academic Senate;

(c) will significantly advantage or disadvantage the member's Department or other unit; or

(d) is one in which the member has a material financial interest.

(4) A failure to recuse oneself under the circumstances described in (2) may be challenged by any other member of the committee; and the committee may, after full and open discussion and by an absolute majority of its entire membership, exclude the conflicted member from further participation in the matter.

(5) An exclusion voted under (4) may be appealed. In the case of the Executive Board, the appeal is to the Legislative Assembly; in the case of all other committees, to the Committee on Privilege and Tenure, which may either
decide the matter itself or refer it to the Legislative Assembly. The appeal is decided by simple majority of the votes cast.

50. **Faculties of Schools and Colleges**

(A) **Membership.** The membership of each Faculty is determined by the Bylaws of the Los Angeles Division and includes the following persons:

1. The President of the University
2. The Chancellor
3. The Dean of the college or school
4. All members of the Division who are members of departments assigned to the college or school
5. Such other members of the Senate as are specified in Divisional Bylaws 160 through 184 (Membership of Faculties).

(B) **Voting Eligibility.** Voting in Faculties is limited to members of the Academic Senate. [See Divisional Bylaw 5]

(C) **Organization.** Subject to the supervisory and coordinating powers of the Divisional Committee on Rules and Jurisdiction and to the provisions of Divisional and University Senate legislation, each Faculty is authorized to organize, to select its officers and committees, and to adopt procedural rules and regulations. The Dean of the college or school is an ex officio member of the Executive Committee of the Faculty but is not eligible to serve as Chair of the Faculty except in Faculties of colleges and schools which are substantially coincident with departments of the same name. The Chair of the Faculty and members of the Executive Committee are selected by the Faculty. Elections by Faculties of schools and colleges are conducted by the appropriate secretary in accordance with Divisional Bylaw 150.

(D) **Power and Duties**

1. The government and supervision of each college and school at Los Angeles is vested in the Faculty concerned. Except as provided in Regental Orders, all graduate study and higher degrees are administered in accordance with the rules and coordinating powers of the Graduate Council.

2. Each Faculty is directly responsible to the Division and may report to it. Faculties may present proposals for modification of Divisional and Senate legislation to the Legislative Assembly. The Division or the Assembly of the Academic Senate may from time to time impose specific duties on a Faculty.
(3) A Faculty may delegate portions of its authority to its committees or executive officers.

(4) In individual cases of minor adjustments in the requirements for the Bachelor's degree, a Faculty may approve petitions of students to graduate under suspension of Divisional Regulations.

(5) Final responsibility for approving on behalf of the Los Angeles Division the award of degrees, certificates, and Honors at Graduation rests with the Faculty concerned, or with the Graduate Council in the case of higher degrees. This duty may be delegated to a committee or administrative officer. The list of persons approved for degrees or credentials is filed with the Secretary of the Division by the Registrar.

(6) In the exercise of its jurisdiction over scholastically disqualified undergraduate students, a Faculty may suspend the regulations regarding dismissal, or specify conditions for such suspension, and may permit students dismissed under these regulations to return to the University.

(7) Agencies and administrative officers empowered by a Faculty to exercise its authority to administer or suspend regulations regarding graduation and scholastic disqualification shall report periodically to the Faculty concerning the discharge of their responsibility.

Section 4. Standing Committees

Title 1. Legislative Assembly

55. (A) Membership

(1) *Ex Officio Members.* President of the University, Chancellor at UCLA, Chair, Vice Chair and Secretary of the Los Angeles Division, and voting members of the Division's Executive Board. A member the Legislative Assembly may not serve concurrently in more than one ex officio capacity, nor as an ex officio member and an elected member. [Am 13 Apr. 82, 14 Mar 89]

(2) Representatives in the Legislative Assembly are elected in accordance with Divisional Bylaw 150(C) to represent constituencies as follows: Each one-department professional school and each department in other schools and colleges shall elect from among its voting Senate members one representative for each 20 Senate members, or major fraction thereof, except that the Departments of Aerospace Studies, Military Studies, and Naval Studies shall be allocated one representative to the Legislative Assembly among them. Otherwise, every academic department with 30 or fewer Senate members is allocated at least one representative. The allocation of representatives to be chosen by each Senate Electoral Committee is determined at the time of the
(3) Administrative officers who hold Academic Senate membership conferred by Regental Standing Order 105.1 shall elect a representative or representatives from their number, according to the allocation formula set forth in (2) above.

(B) Term of Elected Members. The term is three years beginning on September first. Terms of elected members are staggered. If an elected member resigns or is unable to complete his or her term, the Secretary of the Division is notified and an election of a replacement to complete the term is conducted by the Senate Electoral Committee concerned within 15 days. Procedures for such elections are determined by the Senate Electoral Committee in conformity with Senate Bylaw 55. [Am 14 Mar 89]

(C) Organization. The Chair, Vice Chair and Secretary of the Division are Chair, Vice Chair and Secretary of the Legislative Assembly. Consonant with the Bylaws of the Senate and the Division, the Legislative Assembly may adopt rules of procedure to expedite its business. One third of the members, exclusive of the President, is a quorum. Any existing vacancies reduce the total number of members for purposes of a quorum.

(D) Rules of Order. All meetings of the Legislative Assembly are governed by the procedures specified in Divisional Bylaw 135. A roll call vote on any matter before the Legislative Assembly must be recorded in the minutes upon the request of any Assembly member present.

(E) Meetings. Meetings of the Legislative Assembly shall be scheduled as specified in Divisional Bylaw 130(A) and (B).

(F) Calls and Minutes. Calls and Minutes of the Legislative Assembly are distributed to all members of the Division according to the procedures prescribed in Divisional Bylaw 140.

(G) Privilege of the Floor

(1) Any member of the Academic Senate who is not a member of the Legislative Assembly may attend its meetings and have the privilege of the floor, including the right to make motions, but may not second motions or vote. Each Inter-disciplinary Degree Program (IDP), and each Department not otherwise represented, shall normally designate a Senate member to attend in this capacity. The Legislative Assembly may invite to its meetings, and extend the privilege of the floor, to administrative officers or such other persons as are concerned with the subject under consideration. [Am 25 Apr 95]

(2) Students are invited to attend meetings of the Legislative Assembly as observers on the following basis: All students who have been designated as
representatives to standing committees of the Division and whose names have been appropriately filed in the Executive Office as stipulated in Divisional Bylaw 45(E), and an additional five undergraduate students designated by the Commissioner of the Academic Affairs Commission and five graduate students designated by the President of the Graduate Students Association. Permission to attend meetings as observers is limited to those students certified to the Chair of the Division by these student body officers at the beginning of each quarter. Observers have the privilege of the floor, including the right to make motions, but they may not second motions or vote. When necessary, the Chair may convene an executive session from which students are excluded.

(H) Duties

(1) The Legislative Assembly is empowered to act in all matters for the Los Angeles Division, subject to the provisions of Divisional Bylaws 120 (Modification of Legislation), 140 (Agenda and Minutes), 145 (Resolutions and Memorials), and 155 (Mail Ballots).

(2) Members of the Legislative Assembly shall report regularly to their constituents, preferably at Department meetings, on actions by and proposals before the Legislative Assembly, and shall actively seek their input and advice. [En 25 Apr 95]

Title 2. Executive Board

60. (A) Membership. The Executive Board consists of the Chair and Vice Chair of the Division who are Chair and Vice Chair of the Board; the immediate past Chair; six at-large Senate members, three elected each Spring by the Legislative Assembly, for staggered two-year terms; the Chairs of the Graduate Council, Undergraduate Council, and Council of Planning and Budget as ex officio non-voting members and, as representatives, the Academic Affairs Commissioner and the Graduate Commissioner of Academic Affairs. At all times, at least three of the nine elected members shall hold appointments in the College of Letters and Science. [Am 14 Mar 89, 11 Jun 91, 10 Nov 92, 25 Apr 95, 28 May 96, 6 Apr 04]

(B) Duties. The Executive Board

(1) is empowered to act upon all matters except legislation in the name of the Los Angeles Division at times when the Legislative Assembly cannot readily be convened or when haste is required. The Board shall thus act in the name of the Division only when, in its judgment, the action is urgently advisable before the Legislative Assembly can be convened. All such actions must be reported to the Legislative Assembly at its next succeeding meeting; and the Assembly possesses the right to amend or rescind such actions in the same manner in which it may amend or rescind action adopted at preceding
meetings of the Assembly itself. During an academic recess, the Board may act provisionally for the Division on all matters except legislation. Such action is subject to confirmation by the Legislative Assembly at the first regular or special meeting following the recess.

(2) consults with and advises the Chair of the Division. When appropriate the Board advises the Chair in matters requiring the coordination of budgetary decisions, academic programs and policies, educational resources, and the general welfare of the UCLA community. In the execution of this responsibility, the Division charges the Executive Board with giving due consideration to studies and reports of the Division and its committees and sets down as Board policy an open door practice in which chairs of committees are to be consulted in matters regarding their respective jurisdictions; correspondingly, chairs of committees should inform the Board well in advance of any significant changes of policy that their groups have under active consideration. The Board may refer questions to appropriate committees, or to special ad hoc committees it may select when necessary. [Am 25 Apr 95]

(3) with due attention to equity among and uniformity within committees, determines compensation and released time, including any summer ninths, for Senate service out of a pool of resources negotiated annually between the Chair and the Chancellor or the Chancellor's designated representative. [En 7 Mar 95]

(C) Vacancies. Any vacancy on the Executive Board, arising either from resignation or from a declaration by the Committee on Committees, shall be filled by the Legislative Assembly at its next opportunity. [En 25 Apr 95]

Title 3. Committees on Academic Programs and Policies

65.1 Educational Policy [Repealed 31 Jan 95]

65.1 Undergraduate Council [En 31 Jan 95]

(A) Membership. The Council is selected to give proper representation to the academic departments, colleges, professional schools, and inter-departmental programs that offer undergraduate curricula. The Council consists of 25 members: 21 appointed members with vote and 4 ex officio members without vote as follows - the Vice Provost for Undergraduate Education of the College of Letters and Science, the Director of the Office of Instructional Development, and the chair and vice-chair of the Committee on Undergraduate Admissions and Relations with Schools. In addition, there are four undergraduate student representatives and two graduate student representatives, appointed in accordance with Bylaw 45. The Chair and Vice Chair are designated by the Committee on Committees. [Am 28 May 96, 26 May 98, 1 Jun 04]
(B)  **Duties.** The Council

(1) in consultation with the Faculties, or the Faculty Executive Committees, makes policy for undergraduate education at UCLA and advises the Chancellor on all matters pertaining to undergraduate education, including the implementation of Senate Regulation 638B (American History and Institutions Requirement).

(2) recommends to the Legislative Assembly undergraduate programs leading to new degree designations; authorizes, supervises, and regulates all undergraduate courses and programs of instruction and of preparatory education and may suspend or withdraw approval of undergraduate courses subject to appeal to the Legislative Assembly; and promotes academic enrichment and encourages educational diversity and innovation. In discharging these duties the Council shall maintain liaison with the Graduate Council and the Faculty Executive Committees. As allowed in Senate Bylaw 20, the Undergraduate Council reserves the right to delegate to the appropriate Faculty Executive Committees such decisions concerning course and program actions as are specified in Council’s Delegation Guidelines. Delegation Guidelines are on file in the offices of the Senate, Vice Provost for Undergraduate Education, and Registrar. Council will monitor these delegated decisions and at least every three (3) years will review its delegation process and revise its guidelines accordingly. [Am 26 May 98, 11 Feb 03, 1 Jun 04]

(3) acts for the Division in the approval of undergraduate majors and in the approval or discontinuation of sub-majors, including specializations, concentrations, and minors.

(4) periodically reviews and evaluates all undergraduate programs of study and all programs of preparatory education in coordination with the Graduate Council. If the Council judges after review of a program that it should be discontinued, it may initiate proposals to that effect; in the case of discontinuation of undergraduate degree programs, procedures specified in Appendix V shall be observed.

(5) on the recommendation of the Committee on Undergraduate Admissions and Relations with Schools, determines standards and criteria for undergraduate admission in accordance with the provisions of SBL 311.C.1; and monitors campus procedures for recruitment, outreach, and informational services to schools,

(6) sets standards for honors and recommends procedures for awards of undergraduate scholarships and unallocated prizes.
65.2 Graduate Council

(A) Membership. The Council is selected to give proper representation to the academic departments, colleges, professional schools, and inter-departmental programs that offer graduate curricula. The Council consists of 21 members: 20 appointed members, the Dean of the Graduate Division, ex officio, and 4 graduate students appointed in accordance with SBL 45. The chair is designated by the Committee on Committees. [Am 11 Nov 86, 8 Nov 88, 11 Jan 94, 8 Nov 94]

(B) Duties. The Council

(1) makes policy for graduate education at UCLA and discharges duties in accordance with the stipulations of Senate Bylaw 330. In exercising its functions under Senate Bylaw 330, the Council reports directly to the Legislative Assembly.

(2) consistent with SBL 330, recommends to the Legislative Assembly graduate programs leading to new degrees; it also authorizes, supervises and regulates all graduate courses and graduate programs of instruction except such courses and programs as have been exempted by action of the Regents. In discharging this duty the Council shall maintain liaison with the Undergraduate Council. [Am 11 Jan 94, 25 Apr 95]

(3) periodically reviews and evaluates all graduate programs of study. If the Graduate Council judges after a review of a graduate program that it should be discontinued, procedures outlined in Appendix V shall be observed. [See also Appendix III, Part VII] [Am 11 Jan 94]

(4) is delegated authority from the Los Angeles Division of the Academic Senate to recommend to the Coordinating Committee on Graduate Affairs (CCGA) proposals for:

(a) new graduate programs leading to existing degrees; and

(b) new programs leading to graduate level Certificates. [Am 11 Nov 86]

(5) appoints the Committees to administer the Interdepartmental Degree Programs; members shall serve for three years. In discharging this duty the Council shall formulate and approve written policies for the selection of the Administrative Committees and the Committee Chairs, and shall consult with the Executive Committee of the appropriate College or schools if an undergraduate degree is also offered by the Program. [En 24 May 88, Am 11 Jan 94]
as allowed in Senate Bylaw 20 and Senate Bylaw 330(C), the Graduate Council reserves the right to delegate to the Dean of the Graduate Division routine administrative decisions related to the regulations and policies of the Graduate Council as described in its delegation guidelines (see Appendix III, Bylaws of the Graduate Council). The Graduate Council will monitor and review these delegated decisions on an annual basis, and revise its delegation guidelines accordingly. [En 28 May 98]

65.3 Council on Planning and Budget

(A) Membership. The Council consists of seventeen members, approximately one-third of whom are appointed annually: eight members from the College of Letters and Science, and eight from the professional schools, including the representative to the University Committee on Planning and Budget, plus the Vice Chancellor - Academic Planning and Budget, ex officio. A chair and vice chair are selected from the appointed members.

(B) Organization. The Council

(1) appoints such standing and ad hoc committees as are needed to discharge its duties. [Am 21 Jan 97]

(2) appoints faculty consultants annually as needed, and for terms which it may extend to provide expertise and continuity in fulfilling its charge; [Am 21 Jan 97]

(3) maintains liaison with the Chancellor's Office and associated units such as: Academic Planning and Budget, the Executive Vice Chancellor's Office, and the Office of the Vice Chancellor for Capital Programs. [Am 14 Mar 89; 21 Jan 97]

(4) collaborates with other Academic Senate Committees/Councils with whom there are shared responsibilities. [En 21 Jan 97]

(C) Duties. The Council, after appropriate consultation, make recommendations based on established Senate policy to the Chancellor and Senate agencies concerning the allocation of educational resources, academic priorities, and the planning and budgetary process. The Council specifically reviews and formally articulates a Senate view regarding the campus budget and each major campus space-use and building project at each project's proposal, planning, and building stages. [Am 23 May 79, 13 Apr 82, 24 Jan 89, 14 Mar 89]

65.4 Undergraduate Courses and Curricula [Repealed 31 Jan 95]

65.5 Undergraduate Admissions and Relations With Schools
(A) Membership. The committee consists of eight members, one of whom shall be the UCLA member of the Board of Admissions and Relations with Schools. The committee shall have both a chair and a vice chair. Each shall serve for one year with the vice chair normally becoming chair the following year. Persons appointed to the position of vice chair should normally have two years prior experience on the committee.

(B) Duties. The committee

1. determines specific criteria for admission to oversubscribed programs and admission by special action.

2. develops and monitors research on admission criteria, including determination of those adverse circumstances that might introduce predictive bias on standard indices for admission.

3. monitors campus procedures for recruitment, outreach and informational services to schools.

4. participates directly in the admission process, both at the freshman and advanced standing levels.

5. maintains liaison with the University Board of Admissions and Relations with schools, the campus Office of Undergraduate Admissions and Relations With Schools, the campus Office of Academic Interinstitutional Programs, and the campus Undergraduate Enrollment Committee.

6. reports to and advises the Academic Senate and the Chancellor on matters involving undergraduate admissions and relations with schools. [Am 19 Nov 85, 23 May 89]

65.6 Preparatory Education [Repealed 31 Jan 95]

65.7 Council on Undergraduate Education [Repealed 31 Jan 95]

67.1 Education Abroad

(A) Membership. The committee consists of three members: a chair and one member selected by the Committee on Committees, and the campus coordinator of the Education Abroad Program if a member of the Senate or, if not, a Senate member designated by the Chancellor who is an ex officio member without vote.

(B) Duties. The committee represents the Los Angeles Division in all matters concerned with the Education Abroad Program.

67.2 Council on Educational Development [Repealed 31 Jan 95]
67.3 Teaching

(A) Membership. The committee consists of nine members.

(B) Duties. The committee

(1) selects tenured faculty, non-tenured faculty, and teaching assistants to receive awards for distinguished teaching. At least one Senate member shall be cited for Distinction in Teaching at the Graduate Level; one Senate member is designated to receive the Eby Award for the Art of Teaching; and one Senate member will be acknowledged for mentoring undergraduate research. [Am 9 Oct 84, Am 23 Feb 05]

(2) is responsible for advising the Division and departments with regard to policies that will enlarge the possibilities for distinguished teaching and improve the quality of instruction, including methods of evaluation of teaching.

67.4 Undergraduate Student Support, Honors and Prizes [Repealed 31 Jan 95]

67.5 Continuing and Community Education

I. Mission of the Committee.

The mission of the CCCE is to advance programs in continuing and community education that meet the public's needs, that maintain UCLA's reputation for academic excellence, that promote innovative methods of instruction, and support the mission of the University. The CCCE focuses on educational issues and academic programs for non-matriculated students who are not registered or enrolled in undergraduate or graduate degree programs. It considers the educational, organizational, technological, legal, and economic dimensions of continuing and community education at UCLA, seeking to advance the University's contribution to society and its position as a leading research institution.

II. Membership.

The committee shall be structured to promote an ongoing discussion about community education among a range of interested parties. It includes several kinds of members.

(a) Representatives of the Faculty. The committee includes nine to twelve members of the faculty, including one representative each from the Undergraduate Council and the Graduate Council.
(b) Ex Officio Members. The committee includes the Dean of University Extension as a standing ex officio member. Other ex officio members may be appointed from year to year to provide expertise on technology, community relations, financial affairs, legal matters, and other areas germane to the committee’s deliberations.

(c) Student Representatives. One each from the Undergraduate and Graduate programs and, when possible, two from University Extension Programs.

III. Responsibilities of the CCCE

(1) Reviews and recommends policies for continuing and community education, in consultation with relevant Senate committees, campus programs, and University leadership, with respect to educational standards and practices in courses and programs not culminating in University degrees.

   a. Consults and advises the Chancellor and Senate on issues arising from legal, financial, and intellectual property rights, copyright, and commercial arrangements in courses and programs not culminating in University degrees.

   b. Advises the Graduate and Undergraduate Councils on related issues that arise in programs offered by “distance learning.”

(2) Systematically gathers information about the scope and character of community education programs, and advises the Senate, departments, colleges, schools and the Chancellor about their contribution to the community and the University.

(3) Acts to share information and develop fruitful relationships among UCLA providers of community education with the objective of promoting cooperation and coordinating efforts to advance common goals.

(4) Develops recommendations to advance the contribution of University Extension in the community, to promote a constructive relationship between Extension and the faculty, and to ensure the beneficial use of Extension’s resources in continuing and community education programs throughout the University.

Detailed oversight of the Extension courses and programs will not be the focus of CCCE. Monitoring the Extension’s management, programs, and instructors is best accomplished by the Senate Program Review and the delegation of course approvals to the relevant departments and programs on campus as provided in Senate bylaws. Extension courses and programs that convey degree credit at UCLA, such as the XL series, fall under the
jurisdiction of the Graduate or Undergraduate Councils and are subject to their approval and oversight.

(5) At their request, advises the Graduate and Undergraduate Councils during the transition of continuing and community education programs into regular degree programs. The CCCE cooperates with other Senate committees to assure a smooth transition by promoting continuity of standards in community and degree programs, by sharing its specialized information and expertise, and by serving as a gateway to the Academic Senate for community programs that desire to grant degrees.

(6) Develops recommendations to promote community outreach and faculty participation in the community.

Approved by the Legislative Assembly on June 7, 2005.

67.6 Intercollegiate Athletics [En 28 May 81]

(A) Membership. The committee consists of five members plus the Faculty Athletic Representative for UCLA ex officio as a non-voting member.

(B) Duties. The committee

(1) is responsible for oversight of, and development of policy recommendations on academic matters involving intercollegiate athletics including

(a) progress of athletes to degree;
(b) special admissions for athletes.

(2) consults with the Athletics Department and reviews the Department's policies affecting education.

(3) advises the Administration and Athletics Department.

(4) submits an annual report to the Division on matters concerning intercollegiate athletics, including financial aspects.

(5) maintains liaison with equivalent committees at other universities on matters of policy.

Title 4. Council on Academic Personnel

70. (A) Membership. The Council consists of a single committee of fourteen members. The term of service shall be from the first day of classes in the Fall (or from the date of appointment as a replacement) through the last day before classes in the following Fall. [Am 11 Mar 80, 9 Nov. 95]
(B) The Council on Academic Personnel is authorized to confer with the Chancellor about academic personnel policies and to make recommendations concerning appointments, promotions, salaries, and related matters.

Title 5. Committees on Educational Resources

75.1 Computing

(A) Membership. The committee consists of nine members, including at least one from the Faculty of the Computer Science Department of the School of Engineering and Applied Science.

(B) Duties. The committee

(1) advises the Chancellor on all matters concerning computer and computing;

(2) represents the Division and its Faculties in all matters of policy concerning computers and computing and advises the several Computing Center Directors accordingly;

(3) serves as a duly authorized committee of the Division to consult with the Chancellor concerning the appointment of Computing Center Directors;

(4) submits an annual report to the Division on matters concerning computers and computing within its jurisdiction and recommendations for the improvement of facilities.

75.2 Library

(A) Membership. The committee consists of ten members: nine appointed members, one of whom is chair, and the University Librarian of the campus, ex officio.

(B) Duties. The committee

(1) advises the Chancellor concerning the administration of the Library.

(2) represents the Division and its Faculties in all matters of library policy and advises the Library administration accordingly.

(3) submits an annual report to the Division on financial problems, allocations of space, facilities for research, and other matters within its jurisdiction.

75.3 Council on Research [Am 28 May 96, 6 June 00]

(A) Membership. The Council consists of twenty-five members: 10 appointed by the Committee on Committees, 2 ex officio members without vote (the Vice Chancellor for Research and one representative from the appointed Faculty Grants Program) who
serve on the Council; 14 members appointed by the Committee on Committees, who serve exclusively on the seven review subcommittees of the Faculty Grants Program and ad hoc members appointed by the Chair of the Council, as needed, based on the area of expertise and the volume of proposals received.

(1) The Chair and Vice Chair of the Council will be appointed by the Committee on Committees from among the appointed members. The UCORP representative is generally the Chair of the Council, appointed by the Committee on Committees.

(2) From among the 14 members of the review subcommittees of the Faculty Grants Program, 1 member is selected by the Chair of the Council, in consultation with appointed Council members, to serve as the ex officio representative to the Council from the Faculty Grants Program.

(3) Membership term of the Council on Research will be from 3 to 5 years, with initial appointment for a period of 3 years and with the possibility of a succeeding appointment for 1 or for 2 years; Faculty Grants Program will be for 3 years; and UCORP representative will be for 2 years.

(4) Each review subcommittee of the Faculty Grants Program consists of at least two members representing different specialized fields from within each of the seven academic discipline areas: Social Sciences, Professional Schools, Fine Arts, Physical Sciences, Life Science, Humanities and Health Sciences.

(B) Council on Research Duties

(1) consults regularly with the Vice Chancellor for Research, advises the Chancellor and informs the Division concerning:

(a) faculty perspectives on issues pertaining to the research mission at UCLA and the University of California;

(b) campus budgetary needs for support of research and support of research infrastructures, policy, and strategy regarding the pursuit and acceptance of such support;

(c) promotion and coordination of multidisciplinary research and collaborative work among faculty; and

(d) policies governing acceptance of extramural funding.

(2) provides periodic evaluation of units that support faculty research, including such offices (or their equivalent) as the Office of Research Administration, the Office of Sponsored Research, the Office of Intellectual Property
Administration and Technology Transfer, the Office of Academic Computing, and Committees on Human Subject Protection and Animal Research;

(3) formulates general guidelines for review of Organized Research Units (ORUs) and makes recommendations to the Vice Chancellor for Research based on ORU reports;

(4) maintains formal liaison with relevant Senate committees, such as the Graduate Council, and the Council on Planning and Budget;

(5) establishes policies and procedures governing the allocation of funds within the purview of the Faculty Grants Program, for the conduct of research and for travel to attend scholarly meetings, informs the Division of these policies and procedures, and periodically evaluates them; and

(6) the Chair of the Council on Research shall coordinate the conduct and activities of the Faculty Grants Program.

(C) Faculty Grants Program: Subcommittee Duties [En 28 May 96, AM 6 June 00]

(1) implements policies and procedures governing funding in support of research projects in a competitive grants program which is merit based;

(2) implements policies and procedures governing the allocation of funds in support of research-related conference travel to present research findings at scholarly meetings; and

(3) reviews and makes recommendations on applications submitted by eligible faculty for research funding.

Title 6. Committees on University Community

80.1 Academic Freedom

(A) Membership. The committee consists of seven members.

(B) Duties. The committee

(1) studies and reports to the Division concerning any conditions within or without the University which, in its judgment, may affect the academic freedom of the University, its faculty and students, especially with regard to the acceptance of University appointments, resignations from such appointments, and the reputation of the University and individual members of its faculty and student body.

(2) maintains liaison with the University Committee on Academic Freedom.
80.2 **Diversity and Equal Opportunity**  [Am 31 Jan 95]

(A) *Membership.* The committee consists of seven members.

(B) *Duties.* The committee

1. advises the Chancellor and recommends to the Division concerning policies and programs to advance, and to identify excellence in improving, faculty diversity, including particularly the recruitment and retention of women and underrepresented minorities in academic positions; [Am 31 Jan 95]

2. advises the Chancellor on proposals for waivers of search for academic appointments of "targets of opportunity"; [En 31 Jan 95]

3. reports periodically to the Division data on recruitment, promotion, and retention of faculty from underrepresented groups and recommends any changes of policy or practice that it deems necessary; [En 31 Jan 95]

4. in consultation with the Committee on Academic Freedom, reports periodically on the overall status of the campus as a fair and open academic environment that conforms to the letter and spirit of the University of California anti-discrimination statement; [En 31 Jan 95]

5. maintains liaison with relevant administrative committees and councils, and with University committees concerned with issues of affirmative action and diversity; and [En 31 Jan 95]

6. reports annually to the Division on the Committee's actions and recommendations. [En 31 Jan 95]

80.3 **Faculty Research Lectureship**

(A) *Membership.* The committee consists of no fewer than seven or more than ten previous Faculty Research Lecturers.

(B) *Duties.* Not later than the final scheduled meeting of the Division in the Spring term of the year next following its appointment, the committee has the option of naming two Divisional members distinguished for research achievement to deliver public lectures during the succeeding academic year on topics of the lecturer's choice.

80.4 **Faculty Welfare**

(A) *Membership.* The committee consists of nine members, including the Chair of the Committee on University Emeriti and Pre-Retirement Relations. [Am 23 Apr 81]
(B) **Duties.**

(1) The committee advises the Division and confers with administrative agencies on all matters involving the economic welfare of the faculty, including but not limited to the level of salaries, salary determination methodology, benefits, insurance, retirement, housing and conditions of employment.

(2) In consultation with the Chair of the Division, the committee sets a calendar at the beginning of each academic year for the preparation of reports and studies to be presented to the Division, the University Faculty Welfare Committee and administrative agencies in time for appropriate consideration and implementation.

(3) The committee files an annual report at the last meeting of the Legislative Assembly of the academic year which describes the current economic welfare of the faculty as set forth in Section (B)(1) and makes proposals for studies and actions to improve that welfare.

(4) To assist in carrying out its functions, the Committee may

(a) appoint ad hoc committees of faculty members to make use of specialized knowledge and competence; and

(b) with the approval of the Chair of the Division, employ such consultants as may be needed. [Am 23 Apr 81]

80.5 Student Welfare [Repealed 7 Feb 84]

80.5 Campus Community [Repealed 2 Feb 93]

80.6 **University Emeriti and Pre-Retirement Relations**

(A) **Membership.** The committee consists of the ten members: the Chair or a member of the Committee on Faculty Welfare, ex officio, the President, President-elect, Past-President of the UCLA Emeriti Association as well as the Chair of the General Economic Welfare Committee of the UCLA Emeriti Association, and five members, at least two of whom should be emeriti. [Am 14 Mar 89, 29 Oct 91]

(B) **Duties.** The committee

(1) maintains communication with emeriti in order to determine and recognize their interests and needs as members of the academic community, and is responsible for informing the Office of the Chancellor and the Los Angeles Division of the Academic Senate about matters of concern. [Am 14 Mar 89]
(2) maintains active communication with those members eligible for retirement on retirement matters. [En 27 May 97]

(3) maintains liaison with the Emeriti/Retirees Relations Center, which keeps and maintains current centralized records of all emeriti members of the Division, and with the Committee on Faculty Welfare on pre-retirement matters, and reports to the Los Angeles Division of the Academic Senate on these matters. [Am 14 Mar 89, 27 May 97, 15 Nov 05]

(4) is responsible for recommendation of conferral of emeriti status for non-Senate academic retirees; [Am 14 Mar 89, 27 May 97]

(5) is responsible for initiating, editing, and circulating commemorative statements for deceased members of the Los Angeles Division and for such non-Senate members as the Chancellor or the President may request. The committee may appoint appropriate subcommittees to prepare the Memorial Resolutions. [Am 27 May 97]

Title 7. Senate Governance Committees

85. Committee on Committees

(A) Membership. The Committee consists of nineteen members, including sixteen members representing the constituencies designated in Appendix XIX, and three at-large members. Approximately one-third of the constituency representatives, and one at-large member, shall be elected annually. One-third of the members shall constitute a quorum. [Am 13 Feb 01]

(B) Term. The term is three years, beginning on September first. Except as otherwise provided herein, no member is eligible for immediate re-election. Each seat shall be filled successively by units from within the constituency (e.g., departments or departmental divisions); representation must rotate fairly among all units in the constituency. No unit within a constituency shall be eligible to fill a seat in successive terms, and the total continuous length of service by a member or a unit shall not exceed three and a half years. [Am 9 Nov 95, 27 May 97, 13 Feb 01]

(C) Vacancies. Constituencies must fill their seats on the Committee without interruption. In the event that an elected representative cannot complete a term (e.g., due to resignation or sabbatical leave), the Chair of the Committee on Committees shall notify the appropriate Faculty Executive Committee within the constituency in question that the seat has been vacated. In these cases, the FEC may appoint a representative to fill the seat until the next regularly scheduled annual Senate election. Appointees should be selected from the unit within the constituency whose representative vacates the seat, or in extraordinary cases from another unit that is eligible for election. Representative who are elected to serve for the remainder of a
term may come from any unit within the constituency that is eligible for election. [En 13 Feb 01]

(D) **Representation.** As listed in Appendix XIX, sixteen members of the Committee shall be elected by a designated constituencies providing balanced representation for each seat. The remaining three members shall be elected by the entire Faculty of the Los Angeles Division. The determination of voting constituencies and the solution of problems arising out of their reapportionment are recommended to the Division every four years or as deemed necessary by the Committee on Rules and Jurisdiction. [Am 8 Feb 83, 22 May 90, 13 Feb 01]

(E) **Organization.** The committee elects its own chair and secretary and makes its own rules of procedure, consistent with the Bylaws of the Academic Senate. Members of the Committee are eligible to serve as members, chairs, or vice chairs of other committees. [Am 13 Feb 01]

(F) **Duties.**

1. Subject to confirmation by the Legislative Assembly, the Committee on Committees appoints the chair, vice chair, and all non-ex officio members of each Standing Committee of the Division; and annually appoints the alternate representatives and half the allotted number of representatives to the Assembly of the Academic Senate. Appointments of standing committee members are reported to the Legislative Assembly in the Spring term of the year next following the election of the committee in time for the University Committee to determine its appointments for the succeeding academic year. [Am 25 Apr 95, Am 16 Nov 99]

2. Subject to confirmation by the Legislative Assembly at its next meeting, the Committee appoints replacements to Standing Committees of the Division upon receipt of resignations or whenever the Committee on Committees determines that vacancies exist. Subject to confirmation by the Division the Committee on Committees can, for good cause, determine that a chair, vice chair or member has failed to fill the committee position and that a vacancy exists.

3. Unless otherwise specified by action of the Division or the Legislative Assembly, the Committee appoints the chair and members, or replacement of members, of special committees. Such appointments are effective until the committee is discharged and do not require confirmation.

4. The Committee nominates to the University Committee on Committees members at-large (and their replacements when vacancies occur) of University standing and special committees.
(5) Except as otherwise provided, the Committee may confer with the Chancellor regarding the appointment of Deans (or officers of equivalent rank) or, at its discretion, may nominate committees to do so.

95. **Privilege and Tenure**

(A) *Membership.* The committee consists of seven members, one of whom is appointed from the Law School faculty.

(B) *Duties.* The committee has jurisdiction over all matters affecting the privileges or the tenure of members of the Los Angeles Division and shall conduct hearings in individual cases. [See Senate Bylaw 334 through 337] [Am 23 May 89]

95.1 **Charges**

(A) *Membership.* The committee consists of eight members, any five of whom shall constitute a quorum. [Am 22 May 90]

(B) *Duties.* The committee conducts investigations regarding complaints made against members of the faculty charging violation of University policy regulating individual conduct in order to determine whether there is probable cause to warrant a disciplinary proceeding before the Committee on Privilege and Tenure. Investigations by the Charges Committee and related procedures are to be conducted in accordance with the statement titled "Campus Procedures for Implementation of University Policy on Faculty Conduct and the Administration of Discipline." (Appendix XII)

95.2 **Grievance Advisory Committee**

(A) *Membership.* The committee consists of seven members: five appointed from members of the Senate, the Chair of Privilege and Tenure, ex officio, and the Chair of Charges, ex officio. [AM 5 Jun 06]

(B) *Duties.* The committee

1. exclusive of the ex officio members, advises members of the faculty on grievance procedures concerning their rights and privileges, and advises all members of the University community on procedures for charges resulting from violation of the Faculty Code of Conduct as contained in Appendix IV of the University of California Manual of the Academic Senate.

2. consults with departmental chairs and deans on questions concerning promotion and appointment, when the committee deems it necessary as part of the advisory process. [AM 5 Jun 06]
conducts periodic review of the grievance procedures, making recommendations to the Senate regarding required changes or modifications in the system. [AM 5 Jun 06]

maintains a liaison with the appropriate administrative officers. [En 10 Jan 87, Am 23 May 89]

100. **Rules and Jurisdiction**

(A) *Membership.* The committee consists of three members.

(B) *Duties.* The committee

1. exercises formal supervision overall modifications in Divisional legislation proposed by other committees or by members of the Division prior to action by the Legislative Assembly.

2. under the guidance of the University Committee on Rules and Jurisdiction, is responsible for publishing and editing the Manual of the Los Angeles Division of the Academic Senate when necessary.

3. makes editorial and conforming non-substantive changes in Divisional legislation.

4. advises the Division, its officers, committees and Faculties in all matters of organization, jurisdiction, and interpretation of legislation of the Division and its agencies and recommends such organizational changes as appear desirable. Rulings of the committee in these matters must be published in the Call for the first regular meeting of the Legislative Assembly next following the committee's decision.

5. reviews and reapportions, every four years or as needed, the voting constituencies represented on the Committee on Committees, and recommends to the Legislative Assembly or the Division the solution of problems arising out of any such reapportionment. [Am 13 Feb 01]

6. advises the Chair of the Division as to whether proposed legislation is solely of Divisional concern.

105. **Senate Electoral Committee.** Senate members in each one-department professional school and in each department of instruction in other schools and colleges, and those administrative officers who hold Senate membership conferred by Regental Standing Order 105.1, constitute a duly established committee of the Los Angeles Division solely to provide a constituency from which representatives are elected to the Divisional Legislative Assembly. Elections of representatives from these constituencies are conducted in accordance with Divisional Bylaw 150(C). [See Bylaw 55(B) for election of replacements.] Senate Electoral
Committees may organize as they see fit, but unless otherwise determined, the Chair of the Department, or in a one-department school, the Dean of the school is the Chair of the Senate Electoral Committee. [Am 27 May 86]

Chapter V. PROCEDURES

Section 1. General Provisions

110. Uniformity of Procedures. All agencies of the Los Angeles Division shall adhere to the procedures specified in Chapter V whenever these procedures are applicable as determined by the Divisional Committee on Rules and Jurisdiction.

115. Definitions. The following definitions apply to all matters within the jurisdiction of the Los Angeles Division:

(A) Bylaws: The term bylaw denotes statements which define the source of authority, membership, powers, duties and organization of the Academic Senate, the Division and its various agencies. In essence they are a constitution for the Senate and its component parts and express the philosophy and purpose of academic self-government and participation by the faculty in the administration of the University as stipulated in The Standing Orders of the Regents.

(B) Regulations: The term regulation denotes statements implementing the application of the Bylaws to such University matters as admission and degree requirements and the authorization and supervision of courses within the jurisdiction of the Academic Senate. Divisional Regulations may not modify nor conflict with Senate Bylaws or Regulations.

(C) Legislation: The term legislation denotes Bylaws and Regulations of a Senate agency.

(D) Modification of Legislation: The term modification of legislation denotes enactment of new legislation and amendment or repeal of existing legislation.

(E) Day: The term day denotes a day of instruction unless the contrary is specified. A specific exception is made for notices of meetings of the Division and the Legislative Assembly. For these notices, all calendar days from the beginning of the fall term to the end of the spring term are counted; however, after a holiday or academic recess, only emergency meetings of the Division or the Legislative Assembly may occur before the third day of instruction.

(F) Memorial to the Regents: The term memorial designates a declaration or petition addressed to the President for transmission to the Regents. [See Divisional Bylaw 145(A) and Senate Bylaws 311 and 90(B)]
(G) Memorials to the President: The term resolution designates a declaration or petition addressed to the President but not intended for transmission to the Regents. [See Divisional Bylaw 145(B) and Senate Bylaws 310, 311 and 90(A)]

(H) Division: The term Division denotes the body which incorporates the entire membership of the Academic Senate at Los Angeles. [See Divisional Bylaw 5(A)]

Section 2. Specific Provisions

120. Modification of Legislation

(A) Due Notice and Review. Subject to the provisions of Divisional Bylaw 10(B) and Senate Bylaw 310 and 311, legislation of the Division may be modified at any meeting of the Legislative Assembly provided that the language of the proposed modification and its consistency with existing Divisional and Universitywide legislation have been reviewed by the Committee on Rules and Jurisdiction and written notice has been sent to each member of the Division at least five calendar days prior to the meeting.

(B) Jurisdiction of the Division. Modification of legislation substantially affecting more than one Division is effective only upon approval by the University Senate Assembly. [See Senate Bylaw 310]

(C) Requisite Majorities. Modification of Divisional Bylaws requires two-thirds affirmative vote of the voting members present at a meeting of the Legislative Assembly, or two-thirds of those voting in a mail ballot. Divisional Regulations may be modified with the approval of a majority of the voting members present at such a meeting, or a majority of those voting in a mail ballot.

(D) Formal Presentation. All proposed legislation presented to Legislative Assembly shall be accompanied by a statement of the purpose and effect of the proposal, the existing text of legislation to be repealed or modified, and the text of the proposed legislation to be adopted.

(E) Effective Date. Legislation becomes effective upon the expiration of the period of time allowed for submission to a mail ballot as prescribed in Divisional Bylaw 155, or a subsequent date specified in the legislation. If a mail ballot is conducted, the legislation becomes effective when approved by the mail ballot, or on the subsequent specified date. [Am 11 Apr 79]

125. Suspension of Regulations. On recommendation of a committee of the Division, any Divisional Regulation concerning students may be suspended in individual instances only by a three-fourths vote of the voting members present at any meeting of the Legislative Assembly.
130. Meetings

(A) **Regular meetings of the Legislative Assembly.** The Legislative Assembly meets regularly four times between the first day of instruction of the fall term and the last day of instruction of the spring term each year, with at least one meeting occurring per quarter. Dates for each year's meetings are set at the last regular meeting of the preceding academic year by the Chair and the Secretary of the Division. Scheduled meeting may be canceled by the Chair if there is not sufficient business. [Am 9 Oct 84, Am 17 Nov 98]

(B) **Special Meetings of the Legislative Assembly.** A special meeting of the Legislative Assembly may be called by the Chair of the Division at any time during the academic year. At the written request of 15 voting members of the Legislative Assembly, a special meeting must be called by the Chair, or in case of the Chair's absence or disability, by the Vice Chair.

(C) **Meetings of the Division.** A meeting of the Division may be called by the President of the Senate or the Chair of the Division at any time during the academic year. A meeting of the Division must be called by the Chair, or in case of the Chair's absence or disability, by the Vice Chair, at the request of the Chancellor, a majority vote of the Legislative Assembly, or on petition of 200 members of the Division.

1. Meetings of the Division may be called to consider reports and recommendations from local or University Senate and administrative officers and agencies, Memorials to the Regents, petitions of students, or referenda proposed by the Assembly of the Academic Senate. Legislation may not be adopted, modified or repealed at meetings of the Division. [See Divisional Bylaw 10(A)(1)]

2. Action taken at a meeting of the Division may be submitted to a mail ballot in accordance with the provisions of Divisional Bylaw 155.

3. A quorum consists of 200 voting members of the Division.

4. The order of business is specified in Divisional Bylaw 135(B).

5. Students may attend meetings of the Division as provided in Divisional Bylaw 55(G)(2) and 130.

135. **Rules of Order.** All meetings of the Division and the Legislative Assembly are governed by the procedures specified below.

(A) **Regular Meetings of the Legislative Assembly**

1. Roll Call

2. Minutes

33
(3) Announcements by the President and the Chancellor
(4) Other Announcements
(5) Consent Calendar [See Divisional Bylaw 140(A)(2)]
(6) Special Orders
(7) Reports of Special Committees
(8) Reports of Standing Committees and Faculties
(9) Petitions of Students
(10) Unfinished Business
(11) University and Faculty Welfare
(12) New Business

This order of business may be suspended by a vote of two-thirds of the voting members present.

(B) Meeting of the Division and Special Meetings of the Legislative Assembly
(1) Minutes
(2) The special business of the occasion
(3) Any other business authorized by unanimous consent of the voting members present.

(C) Special Orders
(1) Degree Reports. Consideration of recommendations for undergraduate and graduate degrees are a special order at any meeting of the Legislative Assembly to which they are presented.
(2) Annual Reports. Annual reports of standing committees are a special order at any meeting of the Legislative Assembly to which they are presented.
(3) Memorials. A Memorial to the Regents transmitted to the Division or initiated by the Division shall be submitted for immediate discussion as a special order at a regular meeting of the Legislative Assembly, or at the Chair's discretion, at a meeting of the Division.
(D) **Authority in Question of Order.** The rules contained in the current edition of Sturgis' Standard Code of Parliamentary Procedure shall govern in all cases not covered by these Bylaws.

140. **Agenda and Minutes of Meeting**

(A) **The Call for a Meeting**

(1) Except as otherwise determined by the Chair in the event of an emergency, at least five calendar days before each meeting of the Division or the Legislative Assembly, the Secretary of the Division shall send at least one copy of the Call to the meeting, together with all pertinent documents, to the President of the Senate, to all members of the Legislative Assembly, to the student body presidents, to the executive offices of other Divisions, to the Secretaries of the Academic Senate of the University of California, to each member of the Divisional Committee on Rules and Jurisdiction, and to each member of the University Committee on Rules and Jurisdiction. Except as otherwise determined by the Chair in the event of an emergency, at least seven calendar days before each meeting of the Division or the Legislative Assembly, the Secretary of the Division shall send to every member of the Division the agenda from the Call to the meeting, together with information about how to obtain a full printed or electronic copy of the complete text of the Call to the meeting and the minutes of the meeting. The Call shall include the text of any proposal to be brought before the Division or the Legislative Assembly for final action. The Call for a Legislative Assembly meeting shall also include the text of any legislation to be modified and a statement of the purpose of the proposal and its effect on existing legislation. [Am 18 Nov 97]

(2) Agenda items for a meeting of the Legislative Assembly deemed non-controversial by the Chair of the Division, in consultation with the Secretary and the chairs of the committees concerned, may be placed on a Consent Calendar 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 following announcements. At the request of any member of the Legislative Assembly prior to or at the meeting, any such Calendar item must be withdrawn and considered in its regular order on the agenda.

(3) The Call for a special meeting of the Legislative Assembly or for a meeting of the Division shall contain a statement of the purpose of the meeting.

(4) Action on Items not in the Call. Approval of two-thirds of the voting members present at a meeting of the Division or the Legislative Assembly is required for final action to be taken on any non-legislative item of business not included in the Call for the meeting. Final action is not authorized on
legislation [See Divisional Bylaw 115(C) definition of term legislation], not included in the Call to a meeting of the Legislative Assembly.

(B) Minutes. Prior to the subsequent meeting of the Division or the Legislative Assembly, the Secretary of the Division shall send at least one copy of the minutes of the meeting to the President of the Senate, every member of the Legislative Assembly, the student body presidents, the executive offices of the other Divisions, the Secretary of the Academic Senate of the University of California, the Divisional Committee on Rules and Jurisdiction, and each member of the University Committee on Rules and Jurisdiction. The Secretary shall send to every member of the Division information about how to obtain a printed or electronic copy of the Minutes, as specified in Divisional Bylaw 140(A)(1). [Am 18 Nov 97]

145. Memorial. There are two kinds of Memorials: Memorials to the Regents and Memorials to the President. [See also Divisional Bylaw 135(C)(3) and Senate Bylaws 90 and 311] [Am 18 Nov 97]

(A) Memorials to the Regents: The Division may initiate Memorials to the Regents on matters of Universitywide concern to be submitted to the Regents through the President as prescribed in Senate Bylaw 90(B). A proposed Memorial to the Regents may be forwarded to the Assembly only after its consideration and adoption at a meeting of the Division. [See also Divisional Bylaw 135(C)(3) and Senate Bylaw 311] [Am 18 Nov 97]

(B) Memorials to the President: The Division may submit Memorials to the President directly to the President with copies to the Assembly of the Academic Senate, University of California. [Am 18 Nov 97]

150. Elections. Procedures for elections by mail or electronic online ballot in the Los Angeles Division and its agencies are governed by Senate Bylaws 30, 95, 340(A), and the following provisions: [Am 19 Jan 88, 08 Apr 03]

(A) Annual Elections. Annual Divisional elections occur in time for relevant results to be reported to the Division in the Spring quarter. [Am 9 Oct 84]

(B) Conduct of Elections. The Elections Commissioner supervises elections for the Los Angeles Division and certifies results to the Secretary of the Division, who reports the results to the Division. Elections by Faculties of schools and colleges are conducted by the appropriate Secretary under such supervision as the Faculty determines.

(C) Election of Legislative Assembly Members. The election of representatives to the Legislative Assembly is conducted by the Chair of the relevant Senate Electoral Committee (105), under the oversight and authority of the Elections Commissioner of the Los Angeles Division. [Am 25 Apr 95]
(1) Notice of Election. No fewer than 45 calendar days prior to the date specified by the Elections Commissioner as the deadline for balloting, the Secretary of the Los Angeles Division sends to each voting member of the Division a notice of election in his or her constituency together with a description of the constituency, a tally of the seats to be filled, and the name of the current Chair of the Senate Electoral Committee. [Am 19 Jan 88, 25 Apr 95]

(2) Nominations and Voting. As provided in Bylaw 105, each constituency determines its own procedures for nomination and voting, which require the approval of the Elections Commissioner and may not be changed without a formal vote, preceded by appropriate notice. In all cases, the vote shall be by secret ballot. [Am 19 Jan 88, 25 Apr 95]

(3) Disputed Procedures or Elections. Any case in which an electoral procedure or outcome is disputed by any Senate member shall be decided by the Elections Commissioner, subject to an appeal to the Assembly. The Commissioner, or an appeal to the Assembly, shall have authority to invalidate an election, declare the affected seat(s) vacant, and order a new election for the remainder of the term under 55.B. [Am 25 Apr 95]

(D) **Election of the Vice Chair/Chair-Elect**

(1) Nominations. Each candidate for Vice Chair/Chair-Elect must submit

   (a) a nominating petition containing the signatures of five members of the Academic Senate, Los Angeles Division exclusive of the candidate's);

   (b) a chronology or summary of past service to the Academic Senate, to Schools, to departments, and to other programs of the University, and be invited to present a statement not to exceed 200 words;

   (c) a signed statement expressing readiness to serve as Vice Chair/Chair-Elect and Chair in corresponding successive years of election and service;

   (d) all materials to the Elections Commissioner within 10 days after the notice of election, as specified by the Elections Commissioner.

(2) Election. The same procedure indicated for mail or electronic online ballots on issues (155(E)) will apply to mail or electronic online ballots on elections. If there are more than two candidates, the election shall be conducted by the method of alternative vote, in which the voters rank order the candidates; candidates who receive the fewest first preferences are successively eliminated, and their votes are transferred to each voter's second (and if needed lower) preferences, until one candidate receives the required majority. [Am 25 Apr 95, 12 Nov 96, 28 May 98, 08 Apr 03]
(E) **Election of At-Large Members of the Executive Board**

(1) Nominations. Each candidate for at-large membership on the Executive Board must at the time of election be a member of the Legislative Assembly and must submit [Am 25 Apr 95]

(a) a nominating petition containing the signatures of three current members of the Legislative Assembly; [Am 25 Apr 95]

(b) a chronology or summary of past service to the Academic Senate, to Schools, to department, and to other programs of the University;

(c) all materials to the elections Commissioner within 10 days after the notice of the election, as specified by the Elections Commissioner. [Am 14 Mar 89]

(2) Election [Am 25 Apr 95]

(a) Election is by secret ballot at the last meeting of the Legislative Assembly.

(b) The method of election is the cumulative vote, with each member casting as many votes as there are vacancies to be filled and distributing those votes among as few or as many candidates as the voter thinks fit.

(c) Candidates receiving the highest number of votes are elected. Tie votes are resolved by such run-off elections as may be necessary.

(F) **Elections of At-Large Members of the Committee on Committees.** [En 13 Feb 01]

(1) Notice of Election. Each year the Secretary of the Senate sends to each voting member of the Academic Senate, Los Angeles Division, a notice of election for the open at-large seat on the Committee on Committees, a call for nomination, and a nominating petition.

(2) Nominations. Each candidate for at-large membership on the Committee on Committees must, at the time of election, be a member of the Academic Senate, Los Angeles Division and must submit:

(a) a nominating petition containing the signatures of two members of the Academic Senate, Los Angeles Division exclusive of the candidate's signature;

(b) a chronology or summary of past service to the Academic Senate, to Schools, to departments, and to other programs of the University, and an optional statement of no longer than 200 words;
(c) all materials to the Elections Commissioner within 10 days after the notice of election, as specified by the Elections Commissioner.

(3) Election. The same procedure indicated for mail or electronic online ballots on issues (BL 155(E)) applies to mail or electronic online ballots for electing at-large members of the Committee on Committees. The candidate receiving a majority of the votes cast by members of the Academic Senate, Los Angeles Division on the first ballot are elected. If there are more than two candidates, the election shall be conducted by the method of alternative vote, in which the voters rank order the candidates; candidates who receive the fewest first preferences are successively eliminated and their votes are transferred to each voter's second (and if need be lower) preferences, until one candidate receives the required majority. [Am 08 Apr 03]

(G) Other Elections. All other elections by mail or electronic online ballot in the Los Angeles Division and its agencies are governed by the following provisions: [Am 08 Apr 03]

(1) Notice of Election. The Secretary of the relevant agency sends to each voting member of the agency a notice of election in his or her constituency, a call for nomination and a nominating petition. [En 19 Jan 88]

(2) Nominations. Each nominating petition requires the signature of two Senate members from the constituency concerned who are limited in their number of nominations to the number of positions to be filled.

(3) Number of Votes Required for Election. Candidates receiving a majority vote of the constituency concerned on the first ballot are elected. Any remaining vacancies are filled by plurality vote in a second ballot containing the names of the remaining candidates receiving the most votes, but limited to twice the number of vacant positions, except that persons tied for last place under this limitation are included in the second ballot. If in the run-off election a tie vote results, such subsequent ballots are taken as needed.

(4) Run-Off Elections. Within five days following certification of election results by the Elections Commissioner, such subsequent ballots as are required to fill a position are sent to each voter. The date of the election is noted on the ballot, this being ten days following deposit of the ballot in the University mail or posting of the ballot on the Senate webpage should electronic online voting be used. [Am 08 Apr 03]

(5) Omission of Ballot. If there are no more nominees than vacancies, a mail or electronic online ballot is issued listing the nominee for each vacancy and providing for write-in, or at the next regular meeting of the agency concerned, a single ballot is cast by the appropriate secretary unless nominations are made from the floor. If further nominations are made from the floor, a mail or
electronic online ballot listing all nominees for each vacancy and providing for write-ins is issued by the Secretary of the agency immediately following the meeting. In the case of Senate officers, the Legislative Assembly is the agency concerned. [Am 13 Apr 82, 11 Nov 86, 19 Jan 88, 14 Mar 89, 08 Apr 03]

155. **Mail or Electronic Online Ballots on Issues.** The following provisions govern mail or electronic online ballots on Issues. [Am 08 Apr 03]

(A) Only main motions and amendments thereto which have been considered at a meeting of the Division or the Legislative Assembly may be submitted to a mail or electronic online ballot. [Am 08 Apr 03]

(B) Subject to the provisions of subsection (A) above, action taken by the Legislative Assembly shall be submitted to a mail or electronic online ballot of voting members of the Division if: [Am 08 Apr 03]

1. the request for the mail or electronic online ballot is made at the meeting at which the issue has been considered and one-third of the members of the Legislative Assembly present join in the request; or [Am 08 Apr 03]

2. written petition by voting members equal to one-third of the members of the Legislative Assembly is received, singly or collectively, by the Chair within 10 instructional days after distribution of the minutes. [Am 11 Apr 79, 28 May 98]

Action taken at a meeting of the Division shall be submitted to a mail or electronic online ballot at the request of: [Am 08 Apr 03]

3. one-third of the members present and voting on the question at the meeting; or

4. 35 voting members of the Division by written petition submitted singly or collectively to the Chair within 10 instructional days after distribution of the minutes. [Am 28 May 98]

(C) Arguments pro and con, which are submitted within 15 instructional days after the minutes are distributed, are summarized by the Secretary and accompany the ballot. The ballot is sent to electors within five instructional days thereafter and specifies the time and place of the election, which shall be completed within the next ten days. [Am 28 May 98]

(D) In certifying the results to the Division the Secretary gives the number of affirmative and negative votes cast and the number of invalid ballots.

(E) In the event of a written ballot distributed by mail, each voter receives a single envelope addressed to the Elections Commissioner of the Division. This envelope provide space for the name of the department and the signature of the voter.
Envelopes lacking the signature are void. To ensure secrecy, the Elections Commissioner will be present at the time of opening and counting the ballots. All ballots will be removed from the envelopes prior to the counting of any ballots. On petition of 1% of all eligible voters, a two-envelope ballot procedure will be used for a specified election. Each voter receives a plain envelope in which to enclose the marked ballot, and a further envelope addressed to the Elections Commissioner of the Division. The latter envelope provides space for the name of the department and the signature of the voter. Envelopes lacking this signature are void. Results of the vote are reported to the Secretary of the Division within six instructional days after the election. [Am 25 Apr 95, 26 May 98, 08 Apr 03]

In the event an electronic online ballot is used, each voter receives access to a secure, web-based, voting system maintained by the Academic Senate Office. The system shall be designed to separate each ballot from the voter who cast it, so that it is impossible to learn how anyone voted. The system shall be designed to that once a vote has been cast, neither the voter nor anyone with access to the system will be able to change the vote. Should a Senate member prefer a hard copy ballot, the Senate will make one available upon request. In case a voter submits both an electronic and a paper ballot, the electronic ballot takes precedence and the paper ballot will be destroyed prior to the count. [En 08 Apr 03]

Chapter VI. MEMBERSHIP OF FACULTIES

Section 1. Professional Schools

160. Faculty of the School of Architecture and Urban Planning [Rescinded 23 May 95]

161. Faculty in the School of the Arts and Architecture. Membership in the School of the Arts and Architecture is defined by Bylaw 50(A). [En 23 May 95]

162. Faculty of the School of Dentistry. Membership of the Faculty of the School of Dentistry is specified in Bylaw 50(A).

164. Faculty of the Graduate School of Education and Information Studies. In addition to membership specified in Bylaw 50(A), the Faculty of the Graduate School of Education and Information Studies consists of such other members of the Academic Senate as may be appointed by the Dean of the School, following consultation with the Executive Committee. The number of appointed members is to be not more than one-third of the ladder faculty of the departments of the School. [Am 23 May 95]

166. Faculty of the School of Engineering and Applied Science. In addition to membership specified in Bylaw 50(A), the Faculty of the School of Engineering and Applied Science consists of:
(A) one member of the Academic Senate to represent each other department in which courses are accepted in satisfaction of specific requirements in the School of Engineering and Applied Science, to be chosen annually by the Dean of the School;

(B) one member of the Academic Senate to represent the College or School of Engineering on each of the other campuses of the University, to be chosen by the College or School concerned.

168. **Faculty of the School of Law.** Membership in the School of Law is defined by Bylaw 50(A).

170. Faculty of the Graduate School of Library and Information Science [Rescinded 23 May 95]

172. **Faculty of the Anderson Graduate School of Management.** Membership in the Anderson Graduate School of Management is specified by Bylaw 50(A). [Am 23 May 95]

174. **Faculty of the School of Medicine.** Membership in the Faculty of the School of Medicine is defined by Divisional Bylaw 50(A)(1) through (4).

176. **Faculty of the School of Nursing.** Membership in the School of Nursing is specified by Bylaw 50(A). [Am 23 May 95]

178. **Faculty of the School of Public Health.** Membership in the School of Public Health is defined by Bylaw 50(A)(1) through (4).

179. **School of Public Policy and Social Research.** Membership in the Faculty of the School of Public Policy and Social Research is defined by Division Bylaws 50(A). [En 23 May 95]

180. Faculty of the School of Social Welfare [Rescinded 23 May 95]

181. Faculty of the School of the Arts [En 11 Jun 91, Rescinded 23 May 95]

182. Faculty of the College of Fine Arts [Rescinded 11 Jun 91]

183. **Faculty of the School of Theater, Film and Television.** Membership in the Faculty of the School of Theater, Film and Television is defined by Divisional Bylaw 50(A). [En 11 Jun 91]

Section 2. Academic Colleges

184. **Faculty of the College of Letters and Science.** Membership in the Faculty of the College of Letters and Science is defined by Divisional Bylaw 50(A). [Am 23 May 95]
Chapter VII. COUNCIL OF FACULTY CHAIRS [En 23 May 95]

190. The elected chairs of the Faculty of each Professional School and Academic College shall constitute the Council of Faculty Chairs. The Divisional Senate Chair and Vice Chair will be ex officio members of the Council.

(A) The Divisional Senate Chair will, at least three times each academic year, convene and preside over the Council of Faculty Chairs.

(B) The Council will advise the Divisional Senate Chair regarding matters relevant to various Faculties.