

**BYLAWS  
FACULTY OF THE COLLEGE OF BIOLOGICAL SCIENCES**

**PART I. DEFINITIONS**

1. A "section" of the College is the unit in which faculty members exercise their voting rights, equivalent to a department according to Academic Senate Bylaw 55. If sections of the College are renamed as departments, the word "section" in the Bylaws below shall be substituted by the word "department."

2. *Ex officio* members of the various committees may participate in discussions and provide information, but shall not vote in committee decisions.

**PART II. FUNCTIONS**

5.

The Faculty of the College of Biological Sciences shall conduct the government of the College of Biological Sciences in accordance with the Bylaws and Regulations of the Academic Senate of the University of California and of the Davis Division.

**PART III. MEMBERSHIP**

10. The Faculty of the College of Biological Sciences shall consist of:

- A. The President of the University of California
- B. The Chancellor of the Davis campus
- C. The Dean of the College of Biological Sciences
- D. All members of the Academic Senate who hold appointments in the College of Biological Sciences.
- E. All members of the Academic Senate who gained emeritus status as members of the former Division of Biological Sciences.

15.

Only a member of the Academic Senate shall be entitled to a vote in the Faculty of the College of Biological Sciences (Academic Senate Bylaw 45).

**PART IV. OFFICERS**

20. Chair

The \_\_\_\_\_ shall serve as Chair of the Executive Committee, shall preside over all meetings of the Faculty of the College of Biological Sciences, and have such other duties as the Faculty shall direct. He or she shall take office on September 1 and shall serve through August 31 of the following year. The Dean of the College shall not hold the position of Chair (Academic Senate Bylaw 50C)

22. Vice Chair/Secretary

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The Faculty shall annually elect a Vice Chair /Secretary. The Vice Chair /Secretary shall take office on September 1 and shall serve in that position until he or she automatically assumes the office of Chair on the following September 1. The Vice Chair /Secretary shall be a member of the Executive Committee and shall preside in the absence of the Chair at meetings of the Executive Committee and the Faculty. The Vice Chair/Secretary shall direct the taking and distribution of minutes for meetings of the Executive Committee and the Faculty, the distribution of all calls to meetings, and the maintenance of a current roster of members of the Faculty. The Vice Chair/Secretary shall also automatically assume the office of Chair upon the occurrence of a premature vacancy in that office or at the end of the term of the previous Chair and in either case shall serve through August 31 of the year after the previous Chair's term ended or would normally have ended.

**25.                    Replacements**

If the Vice Chair/Secretary is unable to complete his or her term of office, either by assuming the office of Chair or for another reason, the Executive Committee shall direct the Committee on Nominations, Elections and Rules to call for a special election, to be held within four weeks, to elect a replacement Vice Chair/Secretary. The replacement shall complete the term of the previous Vice Chair/Secretary and then assume the office of Chair as specified in Bylaw 82.

**PART V.            MEETINGS**

**30.**

A regular meeting of the Faculty shall be held at least once each academic year. The Faculty may meet at such other times as called by the Chair or the Vice Chair/Secretary. In addition, upon written request of five members of the Faculty to the Secretary, a special meeting must be called within ten calendar days, excluding weekends and holidays, of receipt of the request.

**35.**

Each standing committee, including the Executive Committee, is required to present an annual report of its actions at the regular annual meeting of the Faculty.

**PART VI.           QUORUM**

**40.**

Twenty percent of the voting members of the Faculty shall constitute a quorum.

**PART VII.          REPRESENTATION ON OTHER FACULTIES**

**45.**

When the College of Biological Sciences is entitled to representation on another faculty, selection of the representative(s) shall be as specified by that faculty. In the absence of such specification, the Executive Committee shall choose the representative(s).

**PART VIII.        COMMITTEES**

**50.**

Members of standing committees shall take office on September 1, or on the date of appointment in the case of a replacement, and shall serve through the following August 31.

52.

Executive Committee

- A. The Executive Committee shall consist of the Chair, Vice Chair/Secretary, one elected member from each section of the College of Biological Sciences, two at-large faculty members elected by majority vote of the Faculty of the College, the Dean, and Associate Deans of the College. The Dean and Associate Deans will serve *ex officio*. Each elected member shall serve a two-year term.
- B. The Executive Committee shall meet as necessary, but not less than once per academic term.
- C. The Executive Committee shall receive requests that may require committee action and direct such requests to the appropriate committee(s).
- D. Each standing committee shall report its recommendations to the Executive Committee. The Executive Committee shall have the authority to take action on behalf of the Faculty on all issues, including approval of degree lists and petitions of students, except those regarding changes to the Bylaws and Regulations and any other issues specifically retained by the Faculty or assigned to other committees through these Bylaws. The Executive Committee may refer any matter that it deems advisable to the Faculty for final action in general meeting or by mail ballot.
- E. A majority of the Executive Committee membership, excluding vacancies noted in the records of the Vice Chair /Secretary, shall constitute a quorum for the transaction of business by Executive Committee. There shall be no votes by proxy.
- F. The Faculty, or the Executive Committee acting on behalf of the Faculty, may direct the Dean to implement specific rules and regulations of the College.
- G. The Executive Committee shall submit to the Faculty each year, at the regular meeting, nominations for the members and Chairs of all standing committees of the Faculty. The Faculty shall either elect those nominated or make additional nominations from the floor. If additional nominations are made, election shall be by secret ballot at this meeting. The Executive Committee shall appoint members to fill any vacancies occurring during the year; members thus appointed shall serve through the original term.
- H. The Executive Committee shall appoint members to and designate the Chair of special committees as authorized by the Executive Committee or by the Faculty.
- I. The Executive Committee shall forward yearly to the Davis Division of the Academic Senate a list of nominees for the College Personnel Committee for evaluation, ranking and appointment by the Committee on Academic Personnel and by the Vice Provost for Academic Personnel.
- J. The Executive Committee shall consider administrative matters referred to it by the Dean.
- K. The Vice Chair/Secretary shall provide the Faculty with written minutes of each Executive Committee meeting within ten calendar days, excluding weekends and holidays. These minutes shall clearly describe all actions taken by the Executive Committee, and may be distributed electronically.

- L. The Executive Committee shall review, comment, and advise the Dean (and other agencies as appropriate) on budgetary matters within the College, including the allocation and appointment of FTEs.
- M. The Executive Committee shall review, comment, and advise the Dean (and other agencies as appropriate) on the academic plan of the College, specifically including the organization or reorganization of the College into sections.

**54.**                    Committee on Undergraduate Curriculum and Educational Policy

- A. There shall be a Committee on Undergraduate Curriculum and Educational Policy composed of seven members of the College of Biological Sciences, including the Chair. These should be selected to provide broad representation of the major programs of the College. The Associate Dean of Undergraduate Programs shall serve as an *ex officio* member of this Committee. The Manager of Undergraduate Programs will attend the Committee Meetings and provide staff support.
- B. The Committee shall review and recommend approval or disapproval of all requests for new courses or changes in existing courses and shall transmit those approved for submission to the Davis Division Committee on Courses of Instruction.
- C. The Committee shall review and recommend approval or disapproval of all requests for changes in majors or minors within the College, including all requests for the creation of new majors or minors. The decision of the Committee on Undergraduate Curriculum and Educational Policy will be referred to the Executive Committee for final action.
- D. The Committee shall be charged with general oversight of the Biological Sciences curricula, including review of proposals for additions, deletions, or other changes to the curricula. Proposals from the Sections or faculty groups of the College regarding changes in curricula, as well as any other proposed changes in College requirements for the Bachelor of Science and Bachelor of Arts degrees, shall be submitted for review by the Committee on Undergraduate Curriculum and Educational Policy, and the Committee's recommendations will be forwarded to the Executive Committee for final action.

**56.**                    Committee on Undergraduate Student Petitions

- A. There shall be a Committee on Student Petitions that reports to the Executive Committee. The committee shall be composed of the Associate Dean for Undergraduate Programs, who will serve *ex officio*, and three members of the Faculty. The Manager of Undergraduate Academic Programs will provide staff support.
- B. This committee shall be responsible for recommendations on individual student petitions, including changes in study lists, courses of study, senior residence waivers, graduation requirements, dropping courses after normal deadlines, and change of major appeals. This committee will meet at irregular intervals as needed.

**58.**                    Committee on Awards and Honors

- A. There shall be a Committee on Awards and Honors composed of three faculty members, one student affairs officer, one undergraduate and one graduate student.

- B. The Committee shall be charged with preparing an announcement of the College Teaching Award each year (usually early January), and selecting the finalists and winner each year. The Committee may decide not to make the award in a given year.
- C. The Committee shall nominate a candidate each year, subject to the Executive Committee's approval, for the College Medal Award. This award shall be given each year to the graduating senior undergraduate who best represents the College through his or her outstanding academic performance.
- D. The Committee shall also nominate a candidate each year, subject to the Executive Committee's approval, for the University Medal Award. The nomination shall be forwarded to the Davis Division Committee on Scholarship and Honors for consideration.
- E. The Committee shall also be responsible for nominating, subject to the Executive Committee's approval, candidates for any additional undergraduate scholarship and honors awards that fall under the auspices of the College and that might arise in the future.
- F. The Committee, in accordance with policy established by the Executive Committee, shall make any necessary evaluations of candidates to be recommended for Honors, High Honors, and Highest Honors at graduation, consistent with Davis Division Bylaw 123.

**60.**            Committee on Undergraduate Program Review

- A. There shall be a Committee on Undergraduate Program Planning and Review composed of one representative from each section of the College of Biological Sciences. The Associate Dean for Undergraduate Studies shall serve as an *ex officio* member of this Committee.
- B. The Committee shall be responsible for supervising the periodic reviews (normally every seventh year) of all undergraduate teaching programs in the College, establishing and following procedures within the guidelines of the Undergraduate Council of the Davis Division of the Academic Senate.

**62.**            Committee on Nominations, Elections, and Rules

- A. There shall be a Committee on Nominations, Elections, and Rules consisting of three members of the Faculty.
- B. The Committee shall be responsible for supervising the nominations and election of officers of the Faculty according to Bylaw 90 and 92.
- C. The Committee shall advise the Chair of the Faculty, the Executive Committee, and the Faculty on the clarity of proposed legislation and its consistency with established Bylaws and Regulations of the Faculty and the Academic Senate. The Chair of the Committee or, in his/her absence, another member of the Committee designated by the Chair of the Faculty shall serve as parliamentarian during meetings of the Faculty.

**64.**            Special Committees

- A. The Executive Committee may establish special committees of the College of Biological Sciences. Special committees shall be appointed or elected in the manner designated at the time of their creation.

- B. Each special committee shall have such powers and perform such duties as shall be designated by the Executive Committee or as authorized by the Faculty in a resolution. No special committee, however, shall be appointed or elected to perform any duties assigned to a standing committee.
- C. A special committee of the College shall have tenure only until the next regular meeting of the Faculty during the ensuing academic year unless a definite term is specified in the authorizing motion.

**PART IX. ORDER OF BUSINESS**

**70.**

- A. The order of business of any regular meeting of the faculty shall be:
  - 1. Approval of the Prior Minutes
  - 2. Reports or Announcement by Administrative Officers
  - 3. Announcements by the Chair
  - 4. Reports of Standing Committees
  - 5. Reports of Special Committees
  - 6. Other Reports of Relevance
  - 7. Unfinished Business
  - 8. New Business
- B. The regular order of business may be suspended at any meeting of the Faculty by a two-thirds vote of the voting members present.

**PART X. SUSPENSION OF RULES**

**75.**

At any meeting, the rules of the Faculty may be suspended by vote of the Faculty present, provided that not more than two voting members present object to such suspension. The Chair shall always state the question in a manner similar to the following: "Those who object to a suspension of the rules will raise a hand."

**PART XI. PROCEDURES**

**80.**

The Faculty shall not take final action on any matter during a meeting of the College Faculty at which the matter is first moved or proposed unless prior notice of the matter shall have been provided to all members at least five calendar days, excluding weekends and holidays, before the meeting.

**82.**

Any action taken by the Executive Committee on behalf of the Faculty may be brought to a regular or special meeting of the Faculty for reconsideration if a request for reconsideration is received with fifteen calendar days, excluding weekends and holidays, after the written minutes describing the Executive Committee decision are distributed. Ten voting members of the Faculty of the College of Biological Sciences must submit a request for reconsideration to the Secretary in writing.

Alternatively, any action taken by the Executive Committee or at a meeting of the Faculty may be brought to a mail ballot if a written request for reconsideration is received with fifteen calendar days, excluding weekends and holidays, after the minutes describing the Executive Committee decision are distributed. Ten voting members of the Faculty of the College of Biological Sciences must submit a request for reconsideration to the Secretary in writing. A mail ballot will be sent to all voting members of the College within fifteen calendar days, excluding weekends and holidays, of receipt and confirmation of such a request. The ballot will be accompanied by all relevant texts and a brief summary of arguments pro and con. A simple majority of the votes shall be required for the Faculty to override by mail ballot any decision of the Executive Committee or of a meeting of the Faculty.

**84.**

The Bylaws of the Faculty of the College of Biological Sciences may be added to, amended, or repealed by a two-thirds vote of all members present at a meeting of the Faculty, provided written notice should have been sent to all members as prescribed in Bylaw 80. Regulations of the Faculty of the College of Biological Sciences may be added to, amended, or repealed by a majority vote of all members present at a meeting of the Faculty, provided written notice should have been sent to all members as prescribed in Bylaw 80.

**86.**

All modifications of existing legislation and all newly enacted legislation shall become effective on September 1 of the next fall term following approval, unless another effective date is accepted by a majority of the voting members present. No legislation shall be effective that is inconsistent with legislation of the Davis Division of the Academic Senate.

**PART XII. ELECTION OF OFFICERS AND EXECUTIVE COMMITTEE MEMBERS**

**90.**

Vice Chair/Secretary

- A. At the beginning of Spring Quarter, the Committee on Nominations, Elections, and Rules shall nominate one or more members of the Faculty for the position of Vice Chair/Secretary. The Committee shall determine that the candidate(s) is (are) willing to serve. At the same time, the Committee will distribute to the Faculty a call for further nominations. Additional nominations may be made by petition, signed by any five members of the Faculty, containing a statement by the candidate of willingness to serve and received by the Committee within ten calendar days, excluding weekends and holidays, following the call for nominations. Elections will be conducted according to the provisions of Davis Division Bylaws 16(C) and 71.

**92.**

Executive Committee

- A. Each Spring Quarter, the Chair of a section of the College for which the term of the Executive Committee member is expiring shall solicit nominations for Executive Committee membership from the members within that section. The section shall elect its member of the Executive Committee by mail ballot following the normal procedures of the Davis Division of the Academic Senate Bylaw 16(C). The candidate receiving the highest number of votes shall be declared elected. In cases of a tie vote, the determination shall be by lot. Results of the election shall be forwarded to the Vice Chair /Secretary not later than the twenty-fifth day of instruction of the spring term and shall be announced at the regular meeting of the Faculty.

- B. A vacancy in an unexpired term of an Executive Committee member who served as a section representative shall be filled by special election within the section. The member so elected shall fill the remainder of the unexpired term, after which a new election shall be required.
- C. A vacancy in the position of an at-large member of the Executive Committee, either because of the expiration of the term or the inability of the member to complete the term, shall be filled by election conducted by the Committee on Nomination, Elections, and Rules, following the procedure in Bylaw 90.

#### ADDITIONAL ITEM NEEDED FOR THE INITIAL ESTABLISHMENT OF THE FACULTY

##### Initial Establishment

As specified by resolution of the Davis Division Representative Assembly, the Committee on Committees of the Davis Division shall appoint the initial membership of the Committee on Nominations, Elections and Rules, which Committee shall hold a mail ballot on the approval of these Bylaws and the election of a Chair and Vice Chair/Secretary. All other offices shall be filled as soon as possible according to the provision of these Bylaws, setting aside the usual rules governing the timing of nominations and elections. Four elected members of the Executive Committee, including one at-large member, shall serve one-year terms; the other members shall serve two-year terms. All terms of office shall run as if the initial appointments had been made effective 1 September 2006.