

CNAS Executive Committee

REPORT TO THE RIVERSIDE DIVISION Insert date [or date of the next Division meeting](#)

To Be Adopted

Proposed Changes to Bylaws N1.1, N2.1, N3, N3.1, N3.1.1, N3.1.3, N3.1.4, N3.1.5, N4.1, N4.1.1, N4.1.1.1, N4.1.1.3, N4.1.2.2, N4.1.2.7, N4.1.2.8, N4.3

PRESENT

PROPOSED

N1 Membership

N1.1 The Faculty of the College of Natural and Agricultural Sciences consists of (a) the President of the University; (b) the Chancellor; (c) the Executive Vice Chancellor; (d) the Dean of the College of Natural and Agricultural Sciences; (e) all members of the Academic Senate who are members of the departments assigned to the College of Natural and Agricultural Sciences; (f) designated Senate members from other colleges and schools, the number and departmental affiliation of such members to be specified by the Faculty of the College at a regular meeting in each case; and (g) such other Senate members as may be specified by the bylaws of the Riverside Division.

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N1.2 Only members of the Academic Senate are eligible to vote as Faculty in the College of Natural and Agricultural Sciences. However, those holding academic titles in the Riverside Agricultural Experiment Station that do not confer Academic Senate membership (e.g., Specialist) may attend all meetings of the Faculty, and have the privilege of the floor.

(Am 29 Nov. 2011)

N2 Officers

N2.1 The Officers of the Faculty consist of a Chair, a ~~vice~~ Chair, and a Secretary-Parliamentarian. (Am 27 May 93)

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N2.1.1 The Chair of the Faculty is elected for a two-year term and is not eligible to succeed himself/herself immediately. The election is conducted in accordance with the procedure prescribed in these bylaws. If the Chair is unable to complete the term of office for which he/she has been elected, the Secretary-Parliamentarian of the Division shall within two months conduct an election in accordance with the procedure prescribed in these bylaws for the unexpired term provided that the unexpired term is longer than six months. In the interim or in the event that the vacated term is less than six months, the Vice Chair of the Faculty will serve as Chair.

N2.1.2 The Vice Chair of the Faculty is chosen by the Executive Committee from among its membership. The term of office is two years.

N2.1.3 The Secretary-Parliamentarian of the Faculty is chosen by the Executive Committee from among its membership. The term of office is one year. (Am 27 May 93)

N2.1.4 The election of the Chair of the Faculty is conducted as provided in chapter 7 of the

bylaws of the Division.

N2.1.5 The Chair assumes office on the first day of September following his/her election at a regular election or immediately upon completion of the ballot count at a special election. The Vice Chair and Secretary-Parliamentarian take office immediately upon appointment. (Ed 27 May 93)

N3 Meetings

N3.1 Meetings may be called by the Chair of the Faculty or by the Executive Committee. At the written request of ten voting members of the ~~faculty~~, the Chair must call a meeting. The Chair must call at least one meeting in each academic year. (Am 29 Jan 81)

N3.1.1 A quorum consists of twenty-five members of the ~~faculty~~.

N3.1.2 A motion to submit a measure to mail ballot has precedence over a motion for a vote in a meeting.

N3.1.3 The Chair must send, at least five days before each meeting, copies of the call for a meeting together with all pertinent documents to each member of the ~~faculty~~. The Faculty shall not change curricular requirements or regulations of the college or its departments or change these bylaws at the meetings at which such proposals for change are first made, unless notice is previously given to all members of the Faculty in a call to the meeting

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(N5.01).

N3.1.4 These bylaws constitute primary rules of order for meetings of the Faculty and of the committees of the ~~faculty~~. The order of business is that prescribed in chapter 4 of the bylaws of the Division. Questions of order not covered by these bylaws or those of the Division are covered by ~~Robert's Rules of Order, Newly Revised~~.

N3.1.5 The minutes of every meeting of the Faculty shall be sent within ten days by the ~~secretary~~ to every member of the ~~faculty~~.

N4 Committees

N4.1 There is an Executive Committee consisting of the Chair of the Faculty, ex officio; the Dean of the college, ex officio; the Associate Dean of ~~Undergraduate Advising~~ (or equivalent title), ex officio; thirteen members of the Faculty as provided in N4.1.1.; and student representatives as provided in N4.1.1.4. Student representatives and all ~~other~~ ~~Associate and~~ Divisional Deans of CNAS are advisory (nonvoting) members. An elected member of the executive committee is not eligible for immediate reelection unless he/she has completed a term of fewer than 18 months. Eligibility is reestablished after one year of non-service, ~~with the following exception; if the member is elected to the~~

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N3.1.5 The minutes of every meeting of the Faculty shall be sent within ten days by the Secretary-Parliamentarian to every member of the Faculty.

N4.1 There is an Executive Committee consisting of the Chair of the Faculty, ex officio; the Dean of the college, ex officio; the Divisional Dean of Student Academic Affairs (or equivalent title), ex officio; any other Divisional Dean of CNAS, ex officio; thirteen members of the Faculty as provided in N4.1.1.; and student representatives as provided in N4.1.1.4. Student representatives and all Divisional Deans of CNAS, except the Divisional Dean of Student Academic Affairs, are advisory (nonvoting) members. An elected member of the executive committee is not eligible for immediate reelection unless he/she has completed a term of fewer than 18 months. Eligibility is reestablished after one

~~position of chair of the faculty, the member may also be reelected to the executive committee.~~ The Chair, Vice Chair, and Secretary-Parliamentarian of the ~~faculty~~ occupy corresponding offices in the Executive Committee. (Am 3 Feb 83)(Am 27 May 93)(Am 18 Nov 03)(Am 30 May 06)(Am 30 Nov.10)

N4.1.1 The elected membership of the committee shall include one member elected from each of the following departments: ~~Biochemistry, Biology, Botany and Plant Sciences, Chemistry, Earth Sciences, Entomology, Mathematics, Nematology, Cell Biology and Neuroscience, Physics, Plant Pathology, Environmental Sciences, and Statistics.~~ The first order of business of the Executive Committee after the biennial election of the Chair of the Faculty will be to determine whether the representation formula needs change and to recommend appropriately to the ~~faculty~~. (Am 3 Feb 83)(27 May 93)(Am 30 May 06)(Am 30 Nov.10)

N4.1.1.1 The term of office of the Chair of the Faculty is two years, elected in even years. The term of office of members of the Executive Committee is three years. The five members of the Executive Committee from the departments of ~~Biology, Chemistry, Nematology, Cell Biology and Neuroscience~~ and Environmental Sciences are elected in the same year; the four members of the Executive Committee from the departments of Earth

year of non-service with the exception that the Chair of the Faculty is immediately eligible at the end of their term. The Chair, Vice Chair, and Secretary-Parliamentarian of the Faculty occupy corresponding offices in the Executive Committee. (Am 3 Feb 83)(Am 27 May 93)(Am 18 Nov 03)(Am 30 May 06)(Am 30 Nov.10)

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Sciences, Physics, Plant Pathology and Statistics are elected in the same year; the four members of the Executive Committee from the departments of Biochemistry, Botany and Plant Sciences, Entomology, and Mathematics are elected in the same year. (Am 3 Feb 83)(Am 27 May 93)(Am 30 May 06)(Am 20 Nov 07)(Am 30 Nov.10)

N4.1.1.2 The election is held by mail ballot as provided in chapter 7 of the bylaws of the Division. For purposes of these elections, members of the Executive Committee are considered Officers of the Faculty of the College. Members of the Executive Committee take office on the first day of September following their election at a regular election or immediately upon completion of the ballot count at a special election.

N4.1.1.3 Whenever the Executive Committee determines that a vacancy exists in its membership, the Secretary-Parliamentarian of the Division conducts an election in accordance with the procedure prescribed within these bylaws provided the vacancy is to last more than seven months. A vacancy will be declared to exist and a committee member considered to have resigned if he/she anticipates an absence from the committee of more than seven months. ~~Vacancies of seven months or less are filled temporarily by appointment by the Chair of the Faculty with the advice and consent of the Executive~~

Committee from the departments of Earth Sciences, Physics and Astronomy, Microbiology and Plant Pathology and Statistics are elected in the same year; the four members of the Executive Committee from the departments of Biochemistry, Botany and Plant Sciences, Entomology and Mathematics are elected in the same year. (Am 3 Feb 83)(Am 27 May 93)(Am 30 May 06)(Am 20 Nov 07)(Am 30 Nov.10)

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Committee.

elected. Appointees for vacancies anticipated to last longer than seven months require the consent of the Executive Committee.

N4.1.1.4 At the beginning of each academic year, the Executive Committee will request that the Legislative Council of the Associated Students select two student representatives to the Executive Committee. Each of these student representatives must be majoring in a department or program within the college. (Am 30 May 06)

N4.1.2 The Executive Committee has the following functions:

N4.1.2.1 The Executive Committee has general oversight of the academic welfare and discipline of students in the college and has the power to bring before the Faculty any matters that the committee deems advisable.

N4.1.2.2 The Executive Committee appoints all other standing committees and all special committees of the Faculty unless otherwise directed at a meeting of the ~~faculty~~.

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N4.1.2.3 The Executive Committee acts finally for the Faculty (a) in the awarding of all degrees to students of the college and (b) in the awarding of honors at graduation. The committee is likewise empowered to act on petitions of students for graduation under suspension of the regulations. The committee will report all degrees approved to the Division.

N4.1.2.4 The Executive Committee acts for the Faculty in the establishment, modification, and discontinuation of majors and minors within the college.

N4.1.2.5 The Executive Committee acts for the Faculty in making recommendations to the Division regarding courses.

N4.1.2.6 The Executive Committee reviews and makes recommendations to the Dean of the college on proposals for the establishment of new departments or modifications of existing departments and reviews the status of all interdisciplinary programs.

N4.1.2.7 The Executive Committee establishes and maintains ~~liaison~~ with the Executive Committees of the other colleges and schools in the Division.

N4.1.2.8 The Executive Committee assists the Dean ~~on his request~~ in matters relating to the administration of the College of Natural and Agricultural Sciences.

N4.2 ~~There is a standing Library Committee consisting of all the Departmental Liaison Officers (to the Library) which are chosen by the department, the University Librarian, ex officio, and the head of the Science Library, ex officio. The duty of this committee is to advise on the collection and services of the Science Library. The Executive Committee will appoint a Chair of the college committee who will call~~

N4.1.2.7 The Executive Committee may establish and maintain liaisons with the Executive Committees of the other colleges and schools in the Division when warranted.

N4.1.2.8 The Executive Committee assists the Dean with requests in matters relating to the administration of the College of Natural and Agricultural Sciences.

~~and oversee all meetings. The Chair must call a meeting, if requested, by (1) the Executive Committee of the College; (2) any member of the committee; (3) the University Librarian or (4) the Head Librarian of the Science Library. (Am 31 May 79) (Am 29 Nov. 2011)~~

N4.3 There is a standing committee on Honors and Scholarships consisting of no fewer than three members of the Faculty. Each academic year, the Executive Committee will appoint the chair of this committee, who will then appoint two (or more) additional members to serve for the duration of that year. The duties of the committee are ~~the judging of the awarding of honors at graduation, and the evaluation of all applications for fellowships and scholarships that are judged and/or awarded through the College.~~ (Am 27 May 93) (Am 29 Nov. 2011)

N4.4 (Deleted 27 May 93)

N5 Amendment and Suspension of Bylaws and Regulations

N5.1 These bylaws and regulations can be amended or suspended only as provided in chapter 6 of the bylaws of the Division.

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Statement of Purpose and Effect:

- N1.1: Updates administrative title.
- N2.1: Grammatical correction.
- N3: Clarifies which meeting this part of the bylaws refer to.
- N3.1 Grammatical correction.
- N3.1.1 Grammatical correction.
- N3.1.3 Grammatical correction.
- N3.1.4: Updates committee's bylaws regarding the rules of order so that they are consistent with the Division. Grammatical correction.
- N3.1.5: Clarifies who is responsible for distributing the minutes for the All Faculty Meeting. Grammatical correction.
- N4.1: Updates administrative title, clarifies ex officio membership and clarifies eligibility for the Chair of the Faculty. Grammatical correction.
- N4.1.1: Updates departmental names. Grammatical correction.
- N4.1.1.1: Updates departmental names.
- N4.1.1.3: Clarifies the bylaws so that the Chair of the Faculty can temporarily fill a committee vacancy until a replacement is elected.
- N4.1.2.2 Grammatical correction.
- N4.1.2.7: This bylaw states that the committee should establish liaisons with the Executive Committees of the other colleges and schools. The change makes this this an option if warranted.
- N4.1.2.8: This change removes gender-specific language.
- N4.2 As a result of technology and the evolving manner in which the Library fulfils its mission, the duties of this committee are no longer needed or are redundant to those of the Senate's Committee on Library and Information Technology. The fact that this committee has not been appointed in a very long time is evidence of its lack of necessity. If these circumstances change, the Executive Committee can appoint a special committee on an as needed basis.
- N4.3: Clarifies the duties of the Committee on Honors and Scholarships.

Approved by the CNAS Faculty: June 6, 2017
Approvals

Approved by the Committee on _____: (Insert date of committee approval)

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

Received by Executive Council: (leave blank)