

Received  
October 25, 2023  
Academic Senate



**School of Public Policy**  
University of California, Riverside  
INTS 4133 | 900 University Ave  
Riverside, CA 92521

TO: Sang-Hee Lee, Chair  
Riverside Division

FR: Richard M. Carpiano, Chair  
Executive Committee, School of Public Policy

RE: Proposed Bylaw Changes, School of Public Policy

Date: October 25, 2023

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The Faculty Executive Committee of the School of Public Policy (SPP) wishes to submit for Senate review and approval the attached proposed SPP bylaw changes. Thank you for your attention in this matter.

Sincerely,

A handwritten signature in black ink that reads "Richard M. Carpiano". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Richard M. Carpiano, Ph.D., M.P.H.  
Professor of Public Policy

EXECUTIVE COMMITTEE  
SCHOOL OF PUBLIC POLICY  
REPORT TO THE RIVERSIDE DIVISION  
October 12, 2023

To be adopted:        Proposed Bylaw Changes

PRESENT:

PROPOSED:

01

Membership (En 29 Nov. 2011)

[no change]

01.01

The Faculty of the School of Public Policy at the University of California, Riverside consists of (a) the President of the University; (b) the Chancellor; (c) the Executive Vice Chancellor; (d) the Dean of the School of Public Policy; (e) all members of the Academic Senate who are members of the School of Public Policy; (f) other Senate members as may be specified by the bylaws of the Riverside Division of the Academic Senate. (En 29 Nov. 2011)

[no change]

01.02

Faculty members must have at least a 25% appointment in the School to be considered members. Members holding title in the Riverside Agricultural Experiment Station or Cooperative Extension that do not confer Academic Senate membership (e.g. CE Specialist) may attend all meetings of the faculty, have privilege of the floor, and may vote in an advisory capacity on all issues. (En 29 Nov. 2011)(En 4 Dec 2018)

[no change]

02

Officers (En 29 Nov. 2011)

[no change]

02.01

The Officers of the Faculty consist of a Chair, a Vice Chair and a Secretary-Parliamentarian. (En 29 Nov. 2011)

[no change]

02.01.01

The Chair of the Faculty is elected for a 3-year term and is not eligible to succeed

herself/himself immediately. The election is conducted as provided in chapter 7 of the bylaws of the Division and in accordance with the procedure prescribed in these bylaws. If the Chair is unable to complete the term of office, the Secretary-Parliamentarian of the Division of the Academic Senate 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 the vacated term is less than six months, the Vice Chair will serve as Chair. (En 29 Nov. 2011)

[no change]

#### 02.01.02

The Vice Chair is chosen by the Executive Committee from among its membership. The term of office is three years. (En 29 Nov. 2011)

[no change]

#### 02.01.03

The Secretary-Parliamentarian of the Faculty is chosen by the Executive Committee from among its membership. The term of office is one year. (En 29 Nov. 2011)

[no change]

#### 02.01.04

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 takes office immediately upon appointment. (En 29 Nov. 2011)

[no change]

### 03 Meetings (En 29 Nov. 2011)

#### 03.01

Meetings ~~are~~ called by the Chair of the Faculty or by the Executive Committee. At the written request of 25 percent of the voting members of the faculty, the Chair must call a meeting. ~~He/she must call at least one meeting each academic year.~~ The faculty meeting may be chaired by the Chair of the Faculty or by the Vice Chair. (En 29 Nov. 2011)

#### 03.01

Meetings may be called by the Chair of the Faculty or by the Executive Committee. At the written request of 25 percent of the voting members of the faculty, the Chair must call a meeting. The faculty meeting may be chaired by the Chair of the Faculty or by the Vice Chair. (En 29 Nov. 2011)

#### 03.01.01

#### 03.01.01

A quorum consists of ~~50%~~ of the members of the Faculty. (En 29 Nov. 2011)

A quorum consists of two-thirds of the members of the Faculty. (En 29 Nov. 2011)

03.01.02

A motion to submit a measure to email or secret ballot has precedence over a motion for an open vote in a meeting. (En 29 Nov. 2011)

[no change]

03.01.03

The Chair of the Faculty will send, prior to the faculty meeting copies of the call for the meeting and will make all pertinent documents available to each member of the Faculty. The Faculty shall not change curricular requirements of the Division 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. (En 29 Nov. 2011)

03.01.03

The Chair of the Faculty will send, prior to a faculty meeting called by the Chair of the Faculty or by the Executive Committee, copies of the call for the meeting and will make all pertinent documents available to each member of the Faculty. The Faculty shall not change curricular requirements of the Division 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. (En 29 Nov. 2011)

03.01.04

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 Riverside Division of the Academic Senate. Questions of order not covered by these bylaws or those of the Division are covered by Sturgis' Standard Code of Parliamentary Procedure. (En 29 Nov. 2011)

03.01.04

These bylaws constitute primary rules of order for meetings of the Faculty called by the Chair of the Faculty or by the Executive Committee. The order of business is that prescribed in Chapter 4 of the Bylaws of the Riverside Division of the Academic Senate. Questions of order not covered by these bylaws or those of the Division are covered by Sturgis' Standard Code of Parliamentary Procedure. (En 29 Nov. 2011)

03.01.05

The minutes of every meeting of the Faculty (~~with the exception of those concerned with personnel matters~~) shall be sent before the next faculty meeting to every member of the Faculty. For personnel matters, faculty may consider the departmental letter in lieu of minutes for these meetings. Opportunities for review and/or comment of the departmental letter are as prescribed in the APM. (En 29 Nov. 2011)

03.01.05

The minutes of every meeting of the Faculty called by the Chair of the Faculty or by the Executive Committee shall be sent to every member of the Faculty within one week. (En 29 Nov. 2011)

04 Committees (En 29 Nov. 2011)

[no change]

04.01

There shall be an Executive Committee consisting of at least ~~four (4)~~ faculty members and the Chair of the Faculty. The Dean of the School of Public Policy will serve as an ex officio member of this committee. The committee may also include advisory (non-voting) student representatives [as provided in Bylaw PP4.1.6] (En 29 Nov. 2011)(En 4 Dec 2018)

04.01.01

The faculty of the School of Public Policy will elect the ~~four (4)~~ representatives to the Executive Committee. (En 29 Nov. 2011)

04.01.02

The term of office of members of the Executive Committee is three years. (En 29 Nov. 2011)

04.01.03

The election of Faculty members to the Executive Committee is as provided in chapter 7 of the Bylaws of the Riverside Division of the Academic Senate. For purposes of these elections, members of the Executive Committee are considered officers of the Faculty of the School. Members of the Executive Committee take office on September first of the academic year following their election at a regular election or immediately upon completion of the ballot count at a special election. (En 29 Nov. 2011)

04.01.04

Whenever the Executive Committee determines that a vacancy exists in its membership, the Secretary-Parliamentarian of the Division of the Academic Senate conducts an election in accordance with the prescribed procedure provided the vacancy is to last more than six months. A vacancy shall be declared to exist and the committee member considered to have resigned if she/he anticipates an absence from the committee of more than six months. Vacancies of six months or less are filled temporarily by appointment by the Chair of the Faculty with the advice and consent of the Executive Committee. (En 29 Nov. 2011)

04.01

There shall be an Executive Committee consisting of at least two (2) faculty members and the Chair of the Faculty. The Dean of the School of Public Policy will serve as an ex officio member of this committee. The committee may also include advisory (non-voting) student representatives [as provided in Bylaw PP4.1.6] (En 29 Nov. 2011)(En 4 Dec 2018)

04.01.01

The faculty of the School of Public Policy will elect the two (2) representatives to the Executive Committee. (En 29 Nov. 2011)

[no change]

[no change]

[no change]

04.01.05

The Executive Committee has the following functions: ( En 29 Nov. 2011)

[no change]

04.01.05.01

The Executive Committee has the ~~general oversight of the academic welfare and discipline of students in the School and the~~ power to bring before the Faculty any matter that the Committee deems advisable. (En 29 Nov. 2011)

04.01.05.01

The Executive Committee has the power to bring before the Faculty any matter that the Committee deems advisable. (En 29 Nov. 2011)

~~04.01.05.02~~

~~The Executive Committee appoints and designates the Chairs of all other standing committees and all special committees of the Faculty unless otherwise directed at a meeting of the Faculty. (En 29 Nov. 2011)~~

04.01.05.02

The Executive Committee acts finally for the Faculty (a) in the awarding of all degrees to students of the Division in all cases which do not involve the suspension of regulations or that involve only minor adjustments in the curricula and (b) in the awarding of honors at graduation. The Committee will report all degrees approved to the Riverside Division of the Academic Senate. ( En 29 Nov. 2011)

04.01.05.03

The Executive Committee acts finally for the Faculty (a) in the awarding of all degrees to students of the Division in all cases which do not involve the suspension of regulations or that involve only minor adjustments in the curricula 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 Riverside Division of the Academic Senate. ( En 29 Nov. 2011)

04.01.05.04

The Executive Committee makes recommendations to the Faculty in the establishment, modification, and discontinuation of all divisional instructional programs and curricula.

04.01.05.03

The Executive Committee makes recommendations to the Faculty in the establishment, modification, and discontinuation of all divisional instructional programs and curricula.

04.01.05.05

The Executive Committee acts for the Faculty in making recommendations to the Riverside Division of the Academic Senate regarding courses. (En 29 Nov. 2011)

04.01.05.04

The Executive Committee acts for the Faculty in making recommendations to the Riverside Division of the Academic Senate regarding SPP instructional programs and courses.

04.01.06

~~At the beginning of each academic year, the SPP Executive Committee will request that~~

~~the Legislative Council of the Associated Students and the Graduate Student Council each select a student representative must be majoring in SPP's Public Policy program, and the graduate representative must be in SPP's MPP program. (En 4 Dec 2018)~~

05 Election and Balloting (En 29 Nov. 2011)

[no change]

05.01

Elections are conducted as specified in PP2.1.1, PP4.1.3. (En 29 Nov. 2011)

[no change]

05.01.01

Balloting on measures referred to the whole Faculty of the School by action of a meeting of the Faculty called by the Chair of the Faculty or by the Executive Committee are conducted by the Secretary-Parliamentarian of the Division of the Academic Senate following the provisions of chapter 7 of the bylaws of the Riverside Division of the Academic Senate. ( En 29 Nov. 2011)

[no change]

06

Amendments and Suspensions of Bylaws and Regulations (En 29 Nov. 2011)

[no change]

06.01

These bylaws can be amended or suspended only as provided in chapter 6 of the bylaws of the Riverside Division of the Academic Senate and in PP3.1.3. (En 29 Nov. 2011)

[no change]

**Statement of Purpose and Effect:**

The School of Public Policy bylaws were written in 2011 as a required part of the application to create the School. Most of the original bylaw provisions were based on existing bylaws from other UCR colleges. The proposed changes reflect current practices in SPP so are needed to make them consistent with how SPP governance.

Approved by the Committee on \_October 15, 2023\_\_\_\_\_:

Or

Submitted by \_Richard M. Carpiano, SPP FEC Chair\_\_\_\_\_ (individual name):

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Section below is for Senate use only

(if applicable) 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)