

December 18, 2019

To: Dylan Rodríguez, Chair Riverside Division

From: Subramanian Balachander
Chair, School of Business Executive Committee

Re: Campus Review. Proposed Bylaw Change: Proposed Change to the School of Business Bylaws

We would like to thank the R&J committee for the comments on our proposal. The following is our response. In red fonts are the committee's comments. Also attached are two documents: one detailing in the recommended format, the summary changes to the bylaws as it exists today including the revisions made in response to comments from the R&J committee; and a second one providing more details of the justification for changes to specific clauses and detailed voting results.

Firstly, the proposal appears to refer to Sturgis. This should be made explicit and precise, e.g. specifying which edition and, at suitable places, e.g. when 'main motion' is mentioned, chapter and paragraph.

The Standard Code of Parliamentary Procedure is referred to in B3.1.8 (proposal). To eliminate any doubt we revised the proposal to read:

B3.1.8 These bylaws constitute primary rules of order for meetings of the Faculty and of the Standing Committees of the School of Business. 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 the latest edition of the Sturgis Standard Code of Parliamentary Procedure.

In addition, in our previous justifications for B3.1.6 (proposal), we stated that a Main motion would be defined as in the Standard Code of Parliamentary Procedure (4th Edition). To be more specific, the reference is to pages 16-17 and 32-35 of the Code. However, this reference is not proposed to be included in the bylaws. It was just discussed as a justification for the proposal.

3.1.5

Some members may be unavailable to attend a special meeting due to other commitments. Therefore, it is recommended that a time-window for email voting, even as short as 24 hours, be provided, either after or before the special meeting. This would not materially slow the process.

To accommodate members who cannot attend a special meeting, we revised B3.1.5 to read:

B3.1.5 By default, a main motion in a Regular Meeting will be submitted to mail or electronic ballot with balloting to close no sooner than one week after the meeting when the motion was introduced. To hold a vote on the main motion in the meeting requires a majority vote in the meeting to do so.

By default, a main motion in a Special Meeting will be submitted to mail or electronic ballot with balloting to close no sooner than 24 hours after the meeting when the motion was introduced. To hold a vote on the main motion in the meeting requires a majority vote in the meeting to do so.

3.1.6

Such a rule is acceptable if and only if a procedure is specified for all members to place items on the agenda; without the latter the rule infringes on shared governance.

According to B3.1.1, at least two weeks prior to each scheduled Regular Meeting, the Chair shall issue a solicitation of requests for agenda items to the faculty. The Chair has the final discretion to include or exclude any proposed agenda item from a Regular Meeting unless it was submitted on behalf of at least five voting members of the Faculty.

B3.1.6 states that the Faculty shall not vote on any main motion at a meeting unless it has been included in the meeting's agenda. It does not mean that an item that is not on the agenda (because the chair decided not to include it on the agenda and the proposer was not able to submit it on behalf of five members) cannot be discussed. In any meeting, there is "any other business" agenda item. At this point, any member can raise any issue for discussion. Such a discussion will indicate if there is sufficient support to include the item on the next agenda for formal voting.

3.1.7

Vague, especially in the phrase 'unless otherwise specified' (specified by whom, and under what constraints?)

To clarify the vagueness, B3.1.7 is revised as follows:

B3.1.7 Except when Requisite Majority is required (see chapter 6 of the bylaws of the Division), for a motion to pass, the number of votes cast for the motion must be larger than the number of votes cast against the motion.

**SCHOOL OF BUSINESS
REPORT TO THE RIVERSIDE DIVISION
May 26, 2020**

To be adopted:

Proposed Change to the School of Business Bylaws

Current

Proposed

~~SOBA1~~ Membership

B1 Membership

~~SOBA1.1~~ The Faculty of the School of Business ~~Administration~~ consists of (a) the President of the University; (b) the Chancellor; (c) the Executive Vice Chancellor; (d) the Dean of the School of Business ~~Administration~~; (e) all members of the Academic Senate who are members of the department(s) assigned to the School of Business ~~Administration~~; (f) designated Senate members from other colleges and schools, who are assigned to the School of Business ~~Administration~~; (g) such other Senate members as may be specified by the bylaws of the Division.

B1.1 The Faculty of the School of Business consists of (a) the President of the University; (b) the Chancellor; (c) the Executive Vice Chancellor; (d) the Dean of the School of Business; (e) all members of the Academic Senate who are members of the department(s) assigned to the School of Business; (f) designated Senate members from other colleges and schools, who are assigned to the School of Business; (g) such other Senate members as may be specified by the bylaws of the Division.

~~SOBA1.2~~ Only voting members of the Academic Senate are eligible to vote in the Faculty of the School of Business ~~Administration~~.

B1.2 Only voting members of the Academic Senate are eligible to vote in the Faculty of the School of Business.

~~SOBA2~~ Officers

B2 Officers

~~SOBA2.1~~ The Officers of the Faculty consist of a Chair, vice chair and a secretary.

B2.1 The Officers of the Faculty consist of a Chair, vice chair and a secretary.

~~SOBA2.1.1~~ The Chair of the Faculty is elected for a two-year term and is not eligible to succeed himself/herself immediately, unless his/her previous term lasted for less than one year. To assure orderly transition, the Chair of the Faculty shall remain in office until the successor assumes office. The election is conducted 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 shall within one month conduct an election in accordance with the procedure prescribed in these bylaws for the unexpired term provided

B2.1.1 The Chair of the Faculty is elected for a two-year term and is not eligible to succeed himself/herself immediately, unless his/her previous term lasted for less than one year. To assure orderly transition, the Chair of the Faculty shall remain in office until the successor assumes office. The election is conducted 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 shall within one month conduct an election in accordance with the procedure prescribed in these bylaws for the unexpired

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 of the Faculty will serve as Chair.

SOBA2.1.2 The Vice Chair of the Faculty is chosen by the Executive Committee from among its members. The term of office expires at the end of his or her term of committee membership.

SOBA2.1.3 The secretary of the Faculty is chosen by the Executive Committee from among its members. The term of office expires at the end his or her term of committee membership.

SOBA2.1.4 The election of the Chair of the Faculty is conducted as provided in Chapter 7 of the bylaws of the Division.

SOBA2.1.5 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 take office immediately upon appointment.

SOBA3 Meetings

SOBA3.1 Regular Meetings of the faculty are scheduled by the Chair of the faculty to be held in the first month of classes in the Fall term, in the first month of classes in the Winter term, and in the last month of classes in the Spring term. Under the above scheduling constraints, the meeting will be scheduled by the Chair of the faculty to accommodate as many faculty as possible. Special Meetings may be called by the Dean of the School of Business Administration, the Chair of the Faculty, the Executive Committee or by the written request of five voting members of the Faculty.

SOBA3.1.1 At least two weeks prior to each scheduled Regular Meeting, the Chair shall issue a solicitation of requests for agenda items to the faculty. The Chair has the final

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 of the Faculty will serve as Chair.

B2.1.2 The Vice Chair of the Faculty is chosen by the Executive Committee from among its members. The term of office expires at the end of his or her term of committee membership.

B2.1.3 The secretary of the Faculty is chosen by the Executive Committee from among its members. The term of office expires at the end his or her term of committee membership.

B2.1.4 The election of the Chair of the Faculty is conducted as provided in Chapter 7 of the bylaws of the Division.

B2.1.5 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 take office immediately upon appointment.

B3 Meetings

B3.1 Regular Meetings of the faculty will be scheduled by the Chair of the faculty to be held in the first month of classes in the Fall term, in the first month of classes in the Winter term, and in the last month of classes in the Spring term. Under the above scheduling constraints, the meeting will be scheduled by the Chair of the faculty to accommodate as many faculty as possible. Other Regular Meetings or Special Meetings may be called by the Dean of the School of Business, the Chair of the Faculty, the Executive Committee or by the written request of five voting members of the Faculty.

B3.1.1 At least two weeks prior to each scheduled Regular Meeting, the Chair shall issue a solicitation of requests for agenda items to the faculty. The Chair has the final

discretion to include or exclude any proposed agenda item from a Regular Meeting unless it was submitted on behalf of at least five voting members of the Faculty.

SOBA3.1.2 At least one week prior to a scheduled Regular Meeting, the Chair shall distribute the agenda for the meeting together with all pertinent documents to each member of the Faculty.

SOBA3.1.3 Special Meetings are intended for the purpose of addressing urgent agenda and require at least four business days prior notice to the faculty. At least three business days prior to a scheduled Special Meeting, the Chair shall distribute the agenda for the meeting together with all pertinent documents to each member of the Faculty.

Justification: Better language

SOBA3.1.4 A quorum consists of one-half of the members of the Faculty of the School of Business Administration who are members of the Academic Senate and not emeritus faculty. A quorum is necessary to conduct any official business at such meeting.

SOBA3.1.5 A motion to submit a measure to mail ballot has precedence over a motion for a vote in a meeting.

SOBA3.1.6 The Faculty shall not vote on any main motion (e.g., change curricular requirements, change regulations of the school or its structure, or change these

discretion to include or exclude any proposed agenda item from a Regular Meeting unless it was submitted on behalf of at least five voting members of the Faculty.

B3.1.2 At least one week prior to a scheduled Regular Meeting, the Chair shall distribute the agenda for the meeting together with all pertinent documents to each member of the Faculty.

B3.1.3 Special Meetings are intended for addressing urgent agenda and require at least four business days prior notice to the faculty. At least three business days prior to a scheduled Special Meeting, the Chair shall distribute the agenda for the meeting together with all pertinent documents to each member of the Faculty.

B3.1.4 A quorum consists of one-half of the members of the Faculty of the School of Business who are members of the Academic Senate and not emeritus faculty. A quorum must be physically present at a meeting to conduct any official business.

B3.1.5 By default, a main motion in a Regular Meeting will be submitted to mail or electronic ballot with balloting to close no sooner than one week after the meeting when the motion was introduced. To hold a vote on the main motion in the meeting requires a majority vote in the meeting to do so.

By default, a main motion in a Special Meeting will be submitted to mail or electronic ballot with balloting to close no sooner than 24 hours after the meeting when the motion was introduced. To hold a vote on the main motion in the meeting requires a majority vote in the meeting to do so.

B3.1.6 The Faculty shall not vote on any main motion at a meeting unless it has been included in the meeting's agenda.

~~bylaws) at a meeting 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.~~

~~**SOBA3.1.7** Any main motion introduced by a member of the faculty at a meeting and not previously announced in the meeting agenda shall be either tabled until the next meeting or vote on the motion by mail ballot with balloting to close no sooner than one week after the meeting when the motion was introduced.~~

~~**SOBA3.1.8** These bylaws constitute primary rules of order for meetings of the Faculty and of the Standing Committees of the School of Business Administration. 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 The Standard Code of Parliamentary Procedure~~

~~**SOBA3.1.9** The minutes of every meeting of the Faculty, the Executive Committee and every School of Business Administration Standing Committee will be made available to all Faculty within ten business days after the meeting~~

~~**SOBA4** Committees~~

~~**SOBA4.1** There shall be an Executive Committee consisting of the Chair of the Faculty and the elected members of the Faculty as provided in **SOBA** 4.1.1, In addition, the Dean of the School is an ex officio member and the associate Dean(s) of the School is/are non-voting ex officio member(s) unless he/she is an elected member. An elected member 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. The Chair, Vice Chair, and~~

B3.1.7 Except when Requisite Majority is required (see chapter 6 of the bylaws of the division), for a motion to pass, the number of votes cast for the motion must be larger than the number of votes cast against the motion.

B3.1.8 These bylaws constitute primary rules of order for meetings of the Faculty and of the Standing Committees of the School of Business. 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 the latest edition of the Sturgis' Standard Code of Parliamentary Procedure.

B3.1.9 The minutes of every meeting of the Faculty, the Executive Committee and every School of Business Standing Committee will be made available to all Faculty within ten business days after the meeting

B4 Committees

B4.1 There shall be an Executive Committee consisting of the Chair of the Faculty and the elected members of the Faculty as provided in **B** 4.1.1, In addition, the Dean of the School is an ex officio member and the associate Dean(s) of the School is/are non-voting ex officio member(s) unless he/she is an elected member. An elected member 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. The Chair, Vice Chair, and Secretary of the Faculty occupy

Secretary of the Faculty occupy corresponding offices in the Executive Committee. The Vice Chair and Secretary are elected by the Executive Committee from the existing elected Faculty members of the Executive Committee whenever a vacancy arises

SOBA4.1.1 The elected members of the committee shall include one member chosen from each designated academic area in the School. The five currently designated academic areas are Accounting and Information Systems, Finance, Operations and Supply Chain Management, Marketing, and Management. The election is conducted as provided in Chapter 7 of the bylaws of the Division. The first order of business of the Executive Committee, after the election of the Chair of the Faculty, will be to determine whether the representation formula needs change and to recommend appropriately to the Faculty.

SOBA4.1.1.1 The election for the Executive Committee is conducted as provided in Chapter 7 of the bylaws of the Division.

SOBA4.1.1.2 The term of office of members of the Executive Committee is two years.

SOBA4.1.2 The Executive Committee has the following functions:

SOBA4.1.2.1 The Executive Committee has general oversight of the academic welfare and discipline of students in the school and has the power to bring before the Faculty any matters that the committee deems advisable.

SOBA4.1.2.2 The Executive Committee appoints all other standing committees and all special committees of the Faculty unless otherwise directed at a meeting of the faculty.

SOBA4.1.2.3 The Executive Committee acts finally for the Faculty (a) in the awarding of all degrees to students of the school 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

corresponding offices in the Executive Committee. The Vice Chair and Secretary are elected by the Executive Committee from the existing elected Faculty members of the Executive Committee whenever a vacancy arises

B4.1.1 The elected members of the committee shall include one member chosen from each designated academic area in the School. The five currently designated academic areas are Accounting and Information Systems, Finance, Operations and Supply Chain Management, Marketing, and Management. The election is conducted as provided in Chapter 7 of the bylaws of the Division. The first order of business of the Executive Committee, after the election of the Chair of the Faculty, will be to determine whether the representation formula needs change and to recommend appropriately to the Faculty.

B4.1.1.1 The election for the Executive Committee is conducted as provided in Chapter 7 of the bylaws of the Division.

B4.1.1.2 The term of office of members of the Executive Committee is two years.

B4.1.2 The Executive Committee has the following functions:

B4.1.2.1 The Executive Committee has general oversight of the academic welfare and discipline of students in the school and has the power to bring before the Faculty any matters that the committee deems advisable.

B4.1.2.2 The Executive Committee appoints all other standing committees and all special committees of the Faculty unless otherwise directed at a meeting of the faculty.

B4.1.2.3 The Executive Committee acts finally for the Faculty (a) in the awarding of all degrees to students of the school 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

will report all degrees approved to the Division.

SOBA4.1.2.4 Unless otherwise mandated by Senate bylaws, policies, and procedures, the Executive Committee acts for the Faculty in the establishment, modification, and discontinuation of majors and minors within the school.

SOBA4.1.2.5 The Executive Committee acts for the Faculty in making recommendations to the Division regarding courses.

SOBA4.1.2.6 The Executive Committee reviews and makes recommendations to the Dean of the School of Business Administration on proposals to restructure the School and reviews the status of all interdisciplinary programs.

SOBA4.1.2.7 The Executive Committee establishes and maintains liaison with the Executive Committees of the other colleges and schools in the Division.

SOBA4.1.2.8 The Executive Committee assists the Dean on his/her request in matters relating to the administration of the School of Business Administration

SOBA4.1.3 Changes or revisions in the masters level graduate programs curriculum, including proposals for new courses or deletion of existing courses, must be approved by the Executive Committee. Changes or revisions in the undergraduate programs curriculum, including proposals for new courses or deletion of existing courses, must be approved by the Executive Committee.

SOBA4.2 The School of Business Administration academic programs shall be guided by ~~two~~ Standing Committees: the Undergraduate and the Master level committees. The duty of the academic program committees is to oversee the relevant curricula. This includes developing, monitoring, evaluating and revising the substance and delivery of the curricula of degree programs and to assess the impact of

committee will report all degrees approved to the Division.

B4.1.2.4 Unless otherwise mandated by Senate bylaws, policies, and procedures, the Executive Committee acts for the Faculty in the establishment, modification, and discontinuation of majors and minors within the school.

B4.1.2.5 The Executive Committee acts for the Faculty in making recommendations to the Division regarding courses.

B4.1.2.6 The Executive Committee reviews and makes recommendations to the Dean of the School of Business on proposals to restructure the School and reviews the status of all interdisciplinary programs

B4.1.2.7 The Executive Committee establishes and maintains liaison with the Executive Committees of the other colleges and schools in the Division.

B4.1.2.8 The Executive Committee assists the Dean on his/her request in matters relating to the administration of the School of Business.

B4.1.3 Changes or revisions in the masters level graduate programs curriculum, including proposals for new courses or deletion of existing courses, must be approved by the Executive Committee. Changes or revisions in the undergraduate programs curriculum, including proposals for new courses or deletion of existing courses, must be approved by the Executive Committee.

B4.2 The School of Business academic programs shall be guided by three Standing Committees: the Undergraduate, the Master and the Ph.D. level committees. The duty of the academic program committees is to oversee the relevant curricula. This includes developing, monitoring, evaluating and revising the substance and delivery of the curricula of degree programs and to assess the impact of the curricula on learning. The

the curricula on learning. The academic program committees guide the design and implementation of the School of Business' Assurance of Learning program as defined by AACSB.

~~SOBA4.2.1~~ The members of the School of Business ~~Administration~~ academic programs committees will be appointed by the Executive Committee and shall have representation in all academic areas as defined in 4.1.1. The Dean of the School of Business ~~Administration~~ will be an ex officio member and the ~~Associate Dean(s) of the School will be non-voting ex officio member(s).~~ In addition, the Executive Committee can appoint other non-voting members to the committees as needed.

~~SOBA4.2.2~~ The chairs of the ~~master's level Academic Programs Committee and the Chair of the undergraduate Administration Academic Programs Committee~~ will be appointed by the Dean of the School of Business ~~Administration~~ and approved by the Executive Committee.

~~SOBA4.2.3~~ The term of office of the ~~master's level Academic Programs Committee is two years. The term of office undergraduate Academic Programs Committee is two years.~~

~~SOBA4.2.4~~ All new programs must be approved by the faculty of the School of Business ~~Administration~~.

~~SOBA4.3~~ The Executive Committee may appoint additional committees as needed.

~~SOBA5~~ Revisions and Amendments

academic program committees guide the design and implementation of the School of Business' Assurance of Learning program as defined by AACSB.

B4.2.1 The members of the School of Business academic programs committees will be appointed by the Executive Committee and shall have representation in all academic areas as defined in 4.1.1. The Dean of the School of Business will be an ex officio member of all academic programs committees. The Associate Dean for the Undergraduate Program will be an ex officio member of the Undergraduate level committee. The Associate Dean for Graduate Programs and the Directors of the master level programs will be ex officio members of the Master level committee and the Associate Dean for Graduate Programs and the Ph.D. Graduate Advisor will be ex officio members of the Ph.D. level committee. In addition, the Executive Committee can appoint other non-voting members to the committees as needed.

B4.2.2 The chairs of the Academic Program Committees will be appointed by the Dean of the School of Business and approved by the Executive Committee.

B4.2.3 The term of office of members of the Academic Program Committees is two years.

B4.2.4 All new programs must be approved by the Executive Committee and the faculty of the School of Business.

B4.3 The Executive Committee may appoint additional committees as needed.

B5 Revisions and Amendments

~~SOBA5.1~~ These bylaws and regulations can be amended or suspended only as provided in chapter 6 of the bylaws of the Division.

B5.1 These bylaws and regulations can be amended or suspended only as provided in chapter 6 of the bylaws of the Division.

Statement of Purpose and Effect:

There are three major topics in these bylaws: (1) How to abbreviate the school's name; (2) adjusting the academic committee structure to reflect the existence of new Ph.D. concentrations and the transfer of the Ph.D. program to the school (previously, it was an interdepartmental program); and (3) issues related to faculty meetings.

Name change:

The School of Business changed its name from the School of Business Administration in 2018. Thus, SOBA is no longer an appropriate initialization to use in the bylaws. The proposal includes the change from SOBA to B in each bylaw identifier. Likewise, wherever the bylaws of the School use the phrase "School of Business Administration", the phrase "School of Business" is used instead.

Ph.D. program:

In 2015 the school proposed to change the interdepartmental doctoral program in management and marketing. Because most of the training was done in the School of Business, the interdepartmental nature of the program was dropped to reflect the fact that the school only has one department. At the same time, concentrations were expanded from management and marketing to include all five research areas in the school (i.e., finance, operations and accounting were added). The faculty felt that the appropriate way to ensure high quality doctoral training was to add a Ph.D. committee, rather than have one graduate committee deal with both masters and doctoral programs. These changes are made in the B4 bylaws.

Faculty Meetings:

Because the school is only one department, faculty meetings are identical to department meetings. There is typically more to discuss than can be dealt with in just three meetings a year, so B3.1 is amended to clarify that regular meetings can be held more than once a quarter. In recent years, the faculty meetings have been held twice a quarter and the dates of these meetings are announced in the summer. This allows for more attendance, given that faculty have the dates well in advance and can avoid planning other events on these regular meeting dates. To ensure sufficient in-person attendance in the meeting telepresence is allowed (e.g., phone, online) but will not count toward a quorum. We found that attendees on the telephone sometimes hung up before the meeting was over, making the count unreliable when they were considered as part of the quorum. Professors may still find it difficult to attend meetings, so to maximize participation in decision-making the bylaws are being adjusted to ensure that electronic ballots are easily used. In previous meetings, there were instances where it was not clear whether a vote had to be held in the meeting or not, which partially owed to confusion over the definition of a main motion. The Rules and Jurisdiction Committee recommended that we clarify our bylaws after an inquiry was made a few years ago. Since by default all votes on main

motions in regular meetings will be done by mail, SOBA3.1.7 is no longer needed. We also had some confusion with close votes as to what defined a “majority vote.” Finally, we specified that new programs must be approved by the Executive Committee (EC) and by the faculty to avoid a situation where a program was voted down by the EC but approved by the faculty as a whole. New programs require substantial review by the Senate and having a program that does not have the explicit support of the EC makes it unlikely to gain Senate approval. The faculty as a group are not able to answer questions or provide a justification for elements of the program. So the faculty need a voice and a champion that will help send the program through the Senate approval process. When questions come back about why it is needed, how minor details are addressed and so forth, the EC deals with them. When the EC itself is not in favor of a program that the majority of the faculty approved, they are not in a position to answer questions, let alone champion the proposal. In something as major as a program initiation, it is important to have full support from all areas of the school – the faculty as a whole, the faculty leadership (EC members), the dean, the associate deans and, preferably, current students and alumni. The fact that the EC did not approve a program that the faculty supported despite their view suggests a lack of support of the program and that it will ultimately not be successful.

Approved by the faculty of the School of Business: April 11, 2018 and April 12, 2019.
Subsequent changes based on feedback from the Committee on Rules and Jurisdiction approved on November 8, 2019.

Approvals

The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the Academic Senate: February 14, 2020

Received by Executive Council:

**SCHOOL OF BUSINESS
REPORT TO THE RIVERSIDE DIVISION
November 8, 2019**

To be adopted:

Proposed Change to the School of Business bylaws

Note: Most of the changes were voted on February 11, 2019. At that point, The School of Business had 34 eligible voters. For a bylaw change proposal to be adopted on that date, 2/3 majority (23) must have voted FOR the proposal. On November 8, 2019, another vote was taken on changes made in the bylaws in response to comments from the Committee on Rules and Jurisdiction. These changes are highlighted in yellow below for convenience. At that time of voting on November 8, 2019 for the changes highlighted in yellow, The School of Business had 40 eligible voters. For these subsequently proposed bylaw changes to be adopted, 2/3 majority (27) must have voted FOR the proposal.

Motion 1
Wherever the bylaws of the School are labeled as SOBA (e.g., SOBA1, SOBA1.1, etc.), they will instead be labeled as B (e.g., SOBA1.1 changes to B1.1)
Vote: 25-For; 1-Agaist; 0 Abstain; 8-no vote

Motion 2
Wherever the bylaws of the School use the phrase “School of Business Administration”, the phrase “School of Business” will be used instead
Vote: 24-For; 2-Agaist; 0 Abstain; 8-no vote

Note: Votes were taken on individual proposed changes except for the above two omnibus votes

Current	Propose Change
SOBA1 Membership	<u>B1</u> Membership
SOBA1.1 The Faculty of the School of Business Administration consists of (a) the President of the University; (b) the Chancellor; (c) the Executive Vice Chancellor; (d) the Dean of the School of Business Administration ; (e) all members of the Academic Senate who are members of the department(s) assigned to the School of Business Administration ; (f) designated Senate members from other colleges and schools, who are assigned to the School of Business Administration ; (g) such other Senate members as may be specified by the bylaws of the Division.	<u>B1.1</u> The Faculty of the School of Business consists of (a) the President of the University; (b) the Chancellor; (c) the Executive Vice Chancellor; (d) the Dean of the School of Business; (e) all members of the Academic Senate who are members of the department(s) assigned to the School of Business; (f) designated Senate members from other colleges and schools, who are assigned to the School of Business; (g) such other Senate members as may be specified by the bylaws of the Division.

<p>SOBA1.2 Only voting members of the Academic Senate are eligible to vote in the Faculty of the School of Business Administration.</p>	<p>B1.2 Only voting members of the Academic Senate are eligible to vote in the Faculty of the School of Business.</p>
<p>SOBA2 Officers</p>	<p>B2 Officers</p>
<p>SOBA2.1 The Officers of the Faculty consist of a Chair, vice chair and a secretary.</p>	<p>B2.1 The Officers of the Faculty consist of a Chair, vice chair and a secretary.</p>
<p>SOBA2.1.1 The Chair of the Faculty is elected for a two-year term and is not eligible to succeed himself/herself immediately, unless his/her previous term lasted for less than one year. To assure orderly transition, the Chair of the Faculty shall remain in office until the successor assumes office. The election is conducted 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 shall within one month 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 of the Faculty will serve as Chair.</p>	<p>B2.1.1 The Chair of the Faculty is elected for a two-year term and is not eligible to succeed himself/herself immediately, unless his/her previous term lasted for less than one year. To assure orderly transition, the Chair of the Faculty shall remain in office until the successor assumes office. The election is conducted 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 shall within one month 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 of the Faculty will serve as Chair.</p>
<p>SOBA2.1.2 The Vice Chair of the Faculty is chosen by the Executive Committee from among its members. The term of office expires at the end of his or her term of committee membership.</p>	<p>B2.1.2 The Vice Chair of the Faculty is chosen by the Executive Committee from among its members. The term of office expires at the end of his or her term of committee membership.</p>
<p>SOBA2.1.3 The secretary of the Faculty is chosen by the Executive Committee from among its members. The term of office expires at the end his or her term of committee membership.</p>	<p>B2.1.3 The secretary of the Faculty is chosen by the Executive Committee from among its members. The term of office expires at the end his or her term of committee membership.</p>
<p>SOBA2.1.4 The election of the Chair of the Faculty is conducted as provided in Chapter 7 of the bylaws of the Division.</p>	<p>B2.1.4 The election of the Chair of the Faculty is conducted as provided in Chapter 7 of the bylaws of the Division.</p>
<p>SOBA2.1.5 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 take office immediately upon appointment.</p>	<p>B2.1.5 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</p>

	and secretary take office immediately upon appointment.
SOBA3 Meetings	B3 Meetings
SOBA3.1 Regular Meetings of the faculty are scheduled by the Chair of the faculty to be held in the first month of classes in the Fall term, in the first month of classes in the Winter term, and in the last month of classes in the Spring term. Under the above scheduling constraints, the meeting will be scheduled by the Chair of the faculty to accommodate as many faculty as possible. Special Meetings may be called by the Dean of the School of Business Administration, the Chair of the Faculty, the Executive Committee or by the written request of five voting members of the Faculty. (Am Feb. 15, 2011) (Am Feb. 19, 2013)	B3.1 Regular Meetings of the faculty will be scheduled by the Chair of the faculty to be held in the first month of classes in the Fall term, in the first month of classes in the Winter term, and in the last month of classes in the Spring term. Under the above scheduling constraints, the meeting will be scheduled by the Chair of the faculty to accommodate as many faculty as possible. Other Regular Meetings or Special Meetings may be called by the Dean of the School of Business, the Chair of the Faculty, the Executive Committee or by the written request of five voting members of the Faculty. (Am Feb. 15, 2011) (Am Feb. 19, 2013)
Justification: To allow for more than 3 regular meetings in a year	
Vote: 24-For; 1-Against; 0 Abstain; 9-no vote	
SOBA3.1.1 At least two weeks prior to each scheduled Regular Meeting, the Chair shall issue a solicitation of requests for agenda items to the faculty. The Chair has the final discretion to include or exclude any proposed agenda item from a Regular Meeting unless it was submitted on behalf of at least five voting members of the Faculty.	B3.1.1 At least two weeks prior to each scheduled Regular Meeting, the Chair shall issue a solicitation of requests for agenda items to the faculty. The Chair has the final discretion to include or exclude any proposed agenda item from a Regular Meeting unless it was submitted on behalf of at least five voting members of the Faculty.
SOBA3.1.2 At least one week prior to a scheduled Regular Meeting, the Chair shall distribute the agenda for the meeting together with all pertinent documents to each member of the Faculty.	B3.1.2 At least one week prior to a scheduled Regular Meeting, the Chair shall distribute the agenda for the meeting together with all pertinent documents to each member of the Faculty.
SOBA3.1.3 Special Meetings are intended for the purpose of addressing urgent agenda and require at least four business days prior notice to the faculty. At least three business days prior to a scheduled Special Meeting, the Chair shall distribute the agenda for the meeting together with all pertinent documents to each member of the Faculty.	B3.1.3 Special Meetings are intended for addressing urgent agenda and require at least four business days prior notice to the faculty. At least three business days prior to a scheduled Special Meeting, the Chair shall distribute the agenda for the meeting together with all pertinent documents to each member of the Faculty.
Justification: Better language	

Vote: 26-For; 0-Agaist; 0 Abstain; 8-no vote	
SOBA3.1.4 A quorum consists of one-half of the members of the Faculty of the School of Business Administration who are members of the Academic Senate and not emeritus faculty. A quorum is necessary to conduct any official business at such meeting.	B3.1.4 A quorum consists of one-half of the members of the Faculty of the School of Business who are members of the Academic Senate and not emeritus faculty. A quorum <u>must be physically present at a meeting</u> to conduct any official business.
Justification: To ensure sufficient in-person attendance in the meeting. Telepresence is allowed (e.g., phone, online) but will not count toward a quorum. Common sense would suggest that there should be lower limit on the number of faculty who are physically attending the meeting to declare a quorum.	
Vote: 23-For; 4-Against; 0-Abstain; 7-no vote	
SOBA3.1.5 A motion to submit a measure to mail ballot has precedence over a motion for a vote in a meeting.	B3.1.5 <u>By default, a main motion in a Regular Meeting will be submitted to mail or electronic ballot with balloting to close no sooner than one week after the meeting when the motion was introduced. To hold a vote on the main motion in the meeting requires a majority vote in the meeting to do so.</u> <u>By default, a main motion in a Special Meeting will be submitted to mail or electronic ballot with balloting to close no sooner than 24 hours after the meeting when the motion was introduced. To hold a vote on the main motion in the meeting requires a majority vote in the meeting to do so.</u>
Justification: to allow as many faculty as possible the opportunity to vote, the default voting method is thereby defined as mail or electronic ballot (both will be allowed). Changes highlighted in yellow were made in response to comments from the Committee Rules and Jurisdiction.	
Vote: 24-For; 3-Against; 0-Abstain; 7-no vote Vote (for subsequent changes in yellow): 27-For; 0-Against; 1-Abstain; 12-no vote	
SOBA3.1.6 The Faculty shall not vote on any main motion (e.g., change curricular requirements, change regulations of the school or its structure, or change these bylaws) at a meeting at which such proposals for change are first made, unless notice is	B3.1.6 The Faculty shall not vote on any main motion at a meeting unless <u>it has been included in the meeting's agenda.</u>

previously given to all members of the Faculty in a call to the meeting.	
Justification: The examples given for “main motion” give the impression that less important motions might not be “main motions”. Main motion will be defined as in the Sturgis’ Standard Code of Parliamentary Procedure (4th Edition) (refer to in SOBA3.1.8).	
Vote: 25-For; 0-Against; 0-Abstain; 9-no vote	
SOBA3.1.7 Any main motion introduced by a member of the faculty at a meeting and not previously announced in the meeting agenda shall be either tabled until the next meeting or vote on the motion by mail ballot with balloting to close no sooner than one week after the meeting when the motion was introduced.	
Justification: Since by default all votes on main motions in regular meetings will be done by mail, this item is no longer needed.	
Vote: 23-For; 3-Against; 0-Abstain; 8-no vote	
	B3.1.7 <u>Except when Requisite Majority is required (see chapter 6 of the bylaws of the division), for a motion to pass, the number of votes cast for the motion must be larger than the number of votes cast against the motion.</u>
Justification: This is to define our “majority vote” rule. As pointed out in the Standard Code of Parliamentary Procedure, the term “majority vote” sometimes casus controversy when the basis for computing the majority is not stated. B3.1.11 explicitly define our “majority vote” rule.	
Vote: 24-For; 1-Against; 0-Abstain; 9-no vote Vote (for subsequent changes in yellow): 27-For; 0-Against; 1-Abstain; 12-no vote	
SOBA3.1.8 These bylaws constitute primary rules of order for meetings of the Faculty and of the Standing Committees of the School of Business Administration . 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 The Standard Code of Parliamentary Procedure	B3.1.8 These bylaws constitute primary rules of order for meetings of the Faculty and of the Standing Committees of the School of Business. 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 the latest edition of the Sturgis’ Standard Code of Parliamentary Procedure

Justification: Clarification that the source for the Standard Code of Parliamentary Procedure is Sturgis.	
Vote (for the later changes in yellow): 28-For; 0-Against; 0-Abstain; 12-no vote	
SOBA3.1.9 The minutes of every meeting of the Faculty, the Executive Committee and every School of Business Administration Standing Committee will be made available to all Faculty within ten business days after the meeting	B3.1.9 The minutes of every meeting of the Faculty, the Executive Committee and every School of Business Standing Committee will be made available to all Faculty within ten business days after the meeting
SOBA4 -Committees	B4 Committees
SOBA4.1 There shall be an Executive Committee consisting of the Chair of the Faculty and the elected members of the Faculty as provided in SOBA 4.1.1, In addition, the Dean of the School is an ex officio member and the associate Dean(s) of the School is/are non-voting ex officio member(s) unless he/she is an elected member. An elected member 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. The Chair, Vice Chair, and Secretary of the Faculty occupy corresponding offices in the Executive Committee. The Vice Chair and Secretary are elected by the Executive Committee from the existing elected Faculty members of the Executive Committee whenever a vacancy arises	B4.1 There shall be an Executive Committee consisting of the Chair of the Faculty and the elected members of the Faculty as provided in B 4.1.1, In addition, the Dean of the School is an ex officio member and the associate Dean(s) of the School is/are non-voting ex officio member(s) unless he/she is an elected member. An elected member 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. The Chair, Vice Chair, and Secretary of the Faculty occupy corresponding offices in the Executive Committee. The Vice Chair and Secretary are elected by the Executive Committee from the existing elected Faculty members of the Executive Committee whenever a vacancy arises
SOBA4.2 The School of Business Administration academic programs shall be guided by two Standing Committees: the Undergraduate and the Master level committees. The duty of the academic program committees is to oversee the relevant curricula. This includes developing, monitoring, evaluating and revising the substance and delivery of the curricula of degree programs and to assess the impact of the curricula on learning. The academic program committees guide the design and implementation of the School of Business' Assurance of Learning program as defined by AACSB.	B4.2 The School of Business academic programs shall be guided by <u>three</u> Standing Committees: the Undergraduate, the Master <u>and the PhD</u> level committees. The duty of the academic program committees is to oversee the relevant curricula. This includes developing, monitoring, evaluating and revising the substance and delivery of the curricula of degree programs and to assess the impact of the curricula on learning. The academic program committees guide the design and implementation of the School of Business' Assurance of Learning program as defined by AACSB.

Justification: adding a 3 rd academic committee for the PhD program as was approved by faculty	
Vote: 26-For; 0-Against; 0-Abstain; 8-no vote	
<p>SOBA4.2.1 The members of the School of Business Administration academic programs committees will be appointed by the Executive Committee and shall have representation in all academic areas as defined in 4.1.1. The Dean of the School of Business Administration will be an ex officio member and the Associate Dean(s) of the School will be non-voting exofficio member(s). In addition, the Executive Committee can appoint other non-voting members to the committees as needed. (En 5 May 77) (Am Feb. 15, 2011) (Am Feb 19 2013) (Am 2 Dec 14) (Am Oct 10 2016)</p>	<p><u>B4.2.1</u> The members of the School of Business academic programs committees will be appointed by the Executive Committee and shall have representation in all academic areas as defined in 4.1.1. The Dean of the School of Business will be an ex officio member <u>of all academic programs committees</u>. <u>The Associate Dean for the Undergraduate Program will be an ex officio member of the Undergraduate level committee. The Associate Dean for Graduate Programs and the Directors of the master level programs will be ex officio members of the Master level committee and the Associate Dean for Graduate Programs and the PhD Graduate Advisor will be ex officio members of the PhD level committee.</u> In addition, the Executive Committee can appoint other non-voting members to the committees as needed. (En 5 May 77) (Am Feb. 15, 2011) (Am Feb 19 2013) (Am 2 Dec 14) (Am Oct 10 2016)</p>
Justification: adding a 3 rd academic committee for the PhD program and clarifying the membership in the academic program committees	
Vote: 25-For; 2-Against; 0-Abstain; 7-no vote	
<p>SOBA4.2.2 The chairs of the master's level Academic Programs Committee and the Chair of the undergraduate Administration Academic Programs Committee will be appointed by the Dean of the School of Business Administration and approved by the Executive Committee.(Am 8 Jun 78)(Am Feb. 15, 2011)</p>	<p><u>B4.2.2</u> The chairs of the <u>Academic Program Committees</u> will be appointed by the Dean of the School of Business and approved by the Executive Committee.(Am 8 Jun 78)(Am Feb. 15, 2011)</p>
Justification: to accommodate the addition of the PhD program committee	
Vote: 25-For; 0-Against; 0-Abstain; 9-no vote	
<p>SOBA4.2.3 The term of office of the master's level Academic Programs</p>	<p><u>B4.2.3</u> The term of office of <u>members of the Academic Program Committees</u> is two</p>

Committee is two years. The term of office undergraduate Academic Programs Committee is two years. (En 5 May 77)(Am Feb. 15, 2011) (Am Feb 19 2013)	years. (En 5 May 77)(Am Feb. 15, 2011) (Am Feb 19 2013)
Justification: to accommodate the addition of the PhD program committee	
Vote: 31-For; 0-Agaist; 0 Abstain; 3-no vote	
SOBA4.2.4 All new programs must be approved by the faculty of the School of Business Administration . (En 15 Feb 2011) (Am 19 Feb 2013)	B4.2.4 All new programs must be approved by the Executive Committee and the faculty of the School of Business. (En 15 Feb 2011) (Am 19 Feb 2013)
Justification: While a faculty vote in support of a new program is informative to the UCR Academic Senate, the faculty as a group is not able to answer questions or provide a justification for elements of the program. So the faculty need a voice and a champion that will help send the program through the approval process. When questions come back about why it is needed, how minor details are addressed and so forth, the EC deals with them When the EC itself is not in favor of a program that the majority of the faculty approved, they are not in a position to answer questions, let alone champion the proposal. In something as major as a program initiation, it is important to have full support from all areas of the school – the faculty as a whole, the faculty leadership (EC members), the dean, the associate deans and, preferably, current students and alumni. The fact that the EC did not approve a program that the faculty supported despite their view suggests a lack of support of the program and that it will ultimately not be successful.	
Vote: 24-For; 7-Agaist; 0 Abstain; 3-no vote	
SOBA4.3 The Executive Committee may appoint additional committees as needed.	B4.3 The Executive Committee may appoint additional committees as needed.
SOBA5 Revisions and Amendments	B5 Revisions and Amendments
SOBA5.1 These bylaws and regulations can be amended or suspended only as provided in chapter 6 of the bylaws of the Division	B5.1 These bylaws and regulations can be amended or suspended only as provided in chapter 6 of the bylaws of the Division

**SCHOOL OF BUSINESS
REPORT TO THE RIVERSIDE DIVISION
May 9, 2018**

To be adopted:

Proposed Change to the School of Business Administration By-laws

PRESENT

SOBA1 Membership

SOBA1.1 The Faculty of the School of Business Administration consists of (a) the President of the University; (b) the Chancellor; (c) the Executive Vice Chancellor; (d) the Dean of the School of Business Administration; (e) all members of the Academic Senate who are members of the department(s) assigned to the School of Business Administration; (f) designated Senate members from other colleges and schools, who are assigned to the School of Business Administration; (g) such other Senate members as may be specified by the bylaws of the Division.

SOBA1.2 Only voting members of the Academic Senate are eligible to vote in the Faculty of the School of Business Administration.

SOBA2 Officers

SOBA2.1 The Officers of the Faculty consist of a Chair, vice chair and a secretary.

SOBA2.1.1 The Chair of the Faculty is elected for a two-year term and is not eligible to succeed himself/herself immediately, unless his/her previous term lasted for less than one year. To assure orderly transition, the Chair of the Faculty shall remain in office until the successor assumes office. The election is conducted 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 shall within one month conduct an election in accordance with the procedure prescribed in these bylaws for the unexpired term provided that the unexpired term is longer

PROPOSED

B1 Membership

B1.1 The Faculty of the School of Business consists of (a) the President of the University; (b) the Chancellor; (c) the Executive Vice Chancellor; (d) the Dean of the School of Business; (e) all members of the Academic Senate who are members of the department(s) assigned to the School of Business; (f) designated Senate members from other colleges and schools, who are assigned to the School of Business; (g) such other Senate members as may be specified by the bylaws of the Division.

B1.2 Only voting members of the Academic Senate are eligible to vote in the Faculty of the School of Business.

B2 Officers

B2.1 The Officers of the Faculty consist of a Chair, vice chair and a secretary.

B2.1.1 The Chair of the Faculty is elected for a two-year term and is not eligible to succeed himself/herself immediately, unless his/her previous term lasted for less than one year. To assure orderly transition, the Chair of the Faculty shall remain in office until the successor assumes office. The election is conducted 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 shall within one month conduct an election in accordance with the procedure prescribed in these bylaws for the unexpired term provided that the

than six months. In the interim or in the event the vacated term is less than six months, the Vice Chair of the Faculty will serve as Chair.

SOBA2.1.2 The Vice Chair of the Faculty is chosen by the Executive Committee from among its members. The term of office expires at the end of his or her term of committee membership.

SOBA2.1.3 The secretary of the Faculty is chosen by the Executive Committee from among its members. The term of office expires at the end his or her term of committee membership.

SOBA2.1.4 The election of the Chair of the Faculty is conducted as provided in Chapter 7 of the bylaws of the Division.

SOBA2.1.5 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 take office immediately upon appointment.

SOBA3-Meetings

SOBA3.1 Regular Meetings of the faculty are scheduled by the Chair of the faculty to be held in-the first month of classes in the Fall term, in the first month of classes in the Winter term, and in the last month of classes in the Spring term. Under the above scheduling constraints, the meeting will be scheduled by the Chair of the faculty to accommodate as many faculty as possible. Special Meetings may be called by the Dean of the School of Business Administration, the Chair of the Faculty, the Executive Committee or by the written request of five voting members of the Faculty. (Am Feb. 15, 2011) (Am Feb. 19, 2013)

SOBA3.1.1 At least two weeks prior to each scheduled Regular Meeting, the Chair shall issue a solicitation of requests for agenda items to the faculty. The Chair has the final discretion to include or exclude any proposed agenda item from a Regular Meeting unless it was submitted on behalf of at least five voting members of the Faculty.

SOBA3.1.2 At least one week prior to a

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 of the Faculty will serve as Chair.

B2.1.2 The Vice Chair of the Faculty is chosen by the Executive Committee from among its members. The term of office expires at the end of his or her term of committee membership.

B2.1.3 The secretary of the Faculty is chosen by the Executive Committee from among its members. The term of office expires at the end his or her term of committee membership.

B2.1.4 The election of the Chair of the Faculty is conducted as provided in Chapter 7 of the bylaws of the Division.

B2.1.5 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 take office immediately upon appointment.

B3 Meetings

B3.1 Regular Meetings of the faculty will be scheduled by the Chair of the faculty to be held in the first month of classes in the Fall term, in the first month of classes in the Winter term, and in the last month of classes in the Spring term. Under the above scheduling constraints, the meeting will be scheduled by the Chair of the faculty to accommodate as many faculty as possible. Other Regular Meetings or Special Meetings may be called by the Dean of the School of Business, the Chair of the Faculty, the Executive Committee or by the written request of five voting members of the Faculty. (Am Feb. 15, 2011) (Am Feb. 19, 2013)

B3.1.1 At least two weeks prior to each scheduled Regular Meeting, the Chair shall issue a solicitation of requests for agenda items to the faculty. The Chair has the final discretion to include or exclude any proposed agenda item from a Regular Meeting unless it was submitted on behalf of at least five voting members of the Faculty.

B3.1.2 At least one week prior to a

scheduled Regular Meeting, the Chair shall distribute the agenda for the meeting together with all pertinent documents to each member of the Faculty.

~~**SOBA3.1.3** Special Meetings are intended for the purpose of addressing urgent agenda and require at least four business days prior notice to the faculty. At least three business days prior to a scheduled Special Meeting, the Chair shall distribute the agenda for the meeting together with all pertinent documents to each member of the Faculty.~~

~~**SOBA3.1.4** A quorum consists of one-half of the members of the Faculty of the School of Business Administration who are members of the Academic Senate and not emeritus faculty. A quorum is necessary to conduct any official business at such meeting.~~

~~**SOBA3.1.5** A motion to submit a measure to mail ballot has precedence over a motion for a vote in a meeting.~~

~~**SOBA3.1.6** The Faculty shall not vote on any main motion (e.g., change curricular requirements, change regulations of the school or its structure, or change these bylaws) at a meeting 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.~~

~~**SOBA3.1.7** Any main motion introduced by a member of the faculty at a meeting and not previously announced in the meeting agenda shall be either tabled until the next meeting or vote on the motion by mail ballot with balloting to close no sooner than one week after the meeting when the motion was introduced.~~

~~**SOBA3.1.8** These bylaws constitute primary rules of order for meetings of the Faculty and of the Standing Committees of the School of Business Administration. The~~

scheduled Regular Meeting, the Chair shall distribute the agenda for the meeting together with all pertinent documents to each member of the Faculty.

B3.1.3 Special Meetings are intended for addressing urgent agenda and require at least four business days prior notice to the faculty. At least three business days prior to a scheduled Special Meeting, the Chair shall distribute the agenda for the meeting together with all pertinent documents to each member of the Faculty.

B3.1.4 A quorum consists of one-half of the members of the Faculty of the School of Business who are members of the Academic Senate and not emeritus faculty. A quorum must be physically present at a meeting to conduct any official business.

B3.1.5 By default, a main motion in a Regular Meeting will be submitted to mail ballot with balloting to close no sooner than one week after the meeting when the motion was introduced and a main motion in a Special Meeting will be voted on in the meeting. To do otherwise, requires a majority vote in the meeting.

B3.1.6 The Faculty shall not vote on any main motion at a meeting unless it has been included in the meeting's agenda.

B3.1.7 Unless otherwise specified, for a motion to pass, the number of votes cast for the motion must be larger than the number of votes cast against the motion.

B3.1.8 These bylaws constitute primary rules of order for meetings of the Faculty and of the Standing Committees of the School of Business. The order of business

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 The Standard Code of Parliamentary Procedure

SOBA3.1.9 The minutes of every meeting of the Faculty, the Executive Committee and every School of Business ~~Administration~~ Standing Committee will be made available to all Faculty within ten business days after the meeting

SOBA4-Committees

SOBA4.1 There shall be an Executive Committee consisting of the Chair of the Faculty and the elected members of the Faculty as provided in **SOBA** 4.1.1, In addition, the Dean of the School is an ex officio member and the associate Dean(s) of the School is/are non-voting ex officio member(s) unless he/she is an elected member. An elected member 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. The Chair, Vice Chair, and Secretary of the Faculty occupy corresponding offices in the Executive Committee. The Vice Chair and Secretary are elected by the Executive Committee from the existing elected Faculty members of the Executive Committee whenever a vacancy arises

SOBA4.2 The School of Business ~~Administration~~ academic programs shall be guided by ~~two~~ Standing Committees: the Undergraduate and the Master level committees. The duty of the academic program committees is to oversee the relevant curricula. This includes developing, monitoring, evaluating and revising the substance and delivery of the curricula of degree programs and to assess the impact of the curricula on learning. The academic program committees guide the design and implementation of the School of Business' Assurance of Learning program as defined by AACSB.

SOBA4.2.1 The members of the School of Business ~~Administration~~ academic programs committees will be appointed by the

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 The Standard Code of Parliamentary Procedure

B3.1.9 The minutes of every meeting of the Faculty, the Executive Committee and every School of Business Standing Committee will be made available to all Faculty within ten business days after the meeting

B4 Committees

B4.1 There shall be an Executive Committee consisting of the Chair of the Faculty and the elected members of the Faculty as provided in **B** 4.1.1, In addition, the Dean of the School is an ex officio member and the associate Dean(s) of the School is/are non-voting ex officio member(s) unless he/she is an elected member. An elected member 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. The Chair, Vice Chair, and Secretary of the Faculty occupy corresponding offices in the Executive Committee. The Vice Chair and Secretary are elected by the Executive Committee from the existing elected Faculty members of the Executive Committee whenever a vacancy arises

B4.2 The School of Business academic programs shall be guided by three Standing Committees: the Undergraduate, the Master and the PhD level committees. The duty of the academic program committees is to oversee the relevant curricula. This includes developing, monitoring, evaluating and revising the substance and delivery of the curricula of degree programs and to assess the impact of the curricula on learning. The academic program committees guide the design and implementation of the School of Business' Assurance of Learning program as defined by AACSB.

B4.2.1 The members of the School of Business academic programs committees will be appointed by the Executive

Executive Committee and shall have representation in all academic areas as defined in 4.1.1. The Dean of the School of Business Administration will be an ex officio member ~~and the Associate Dean(s) of the School will be non-voting ex officio member(s)~~. In addition, the Executive Committee can appoint other non-voting members to the committees as needed. (En 5 May 77) (Am Feb. 15, 2011) (Am Feb 19 2013) (Am 2 Dec 14) (Am Oct 10 2016)

~~**SOBA4.2.2** The chairs of the master's level Academic Programs Committee and the Chair of the undergraduate Administration Academic Programs Committee will be appointed by the Dean of the School of Business Administration and approved by the Executive Committee.(Am 8 Jun 78)(Am Feb. 15, 2011)~~

~~**SOBA4.2.3** The term of office of the master's level Academic Programs Committee is two years. The term of office undergraduate Academic Programs Committee is two years. (En 5 May 77)(Am Feb. 15, 2011) (Am Feb 19 2013)~~

~~**SOBA4.2.4** All new programs must be approved by the faculty of the School of Business Administration. (En 15 Feb 2011) (Am 19 Feb 2013)~~

~~**SOBA4.3** The Executive Committee may appoint additional committees as needed.~~

~~**SOBA5 Revisions and Amendments**~~

~~**SOBA5.1** These bylaws and regulations can be amended or suspended only as provided in chapter 6 of the bylaws of the Division~~

Committee and shall have representation in all academic areas as defined in 4.1.1. The Dean of the School of Business will be an ex officio member of all academic programs committees.

The Associate Dean for the Undergraduate Program will be an ex officio member of the Undergraduate level committee. The Associate Dean for Graduate Programs and the Directors of the master level programs will be ex officio members of the Master level committee and the Associate Dean for Graduate Programs and the PhD Graduate Advisor will be ex officio members of the PhD level committee.

In addition, the Executive Committee can appoint other non-voting members to the committees as needed. (En 5 May 77) (Am Feb. 15, 2011) (Am Feb 19 2013) (Am 2 Dec 14) (Am Oct 10 2016)

B4.2.2 The chairs of the Academic Program Committees will be appointed by the Dean of the School of Business and approved by the Executive Committee.(Am 8 Jun 78)(Am Feb. 15, 2011)

B4.2.3 The term of office of members of the Academic Program Committees is two years. (En 5 May 77)(Am Feb. 15, 2011) (Am Feb 19 2013)

B4.2.4 All new programs must be approved by the Executive Committee and the faculty of the School of Business. (En 15 Feb 2011) (Am 19 Feb 2013)

B4.3 The Executive Committee may appoint additional committees as needed.

B5 Revisions and Amendments

B5.1 These bylaws and regulations can be amended or suspended only as provided in chapter 6 of the bylaws of the Division

Statement of Purpose and Effect:

The proposed changes to the by-laws are related to four issues: (1) voting and meeting rules, (2) committee structure, (3) EC approval of new programs, and (4) the recently approved name change. These issues were raised in about more than a dozen separate motions at a School of Business faculty meeting. A mail vote was taken on each motion and most passed with at least 23 votes from among the 34 faculty members who are eligible to vote. However, there were often a half dozen people or more who did not vote, causing some of the ballots to fail on the first round. A second faculty meeting was held where the failed motions were proposed again and another mail ballot was sent out related to those motions, in the hopes of obtaining greater participation. In a few cases, the second ballot failed and those are not included in the proposed changes. The proposals are based on 13 motions that all passed with 2/3 majority or more. None of the proposals received even as many as 5 no votes, indicating that the changes have widespread support in the school.

Most of the proposed changes (in number) are related to the change to the school's name to the School of Business from School of Business Administration. One of the 13 motions is to include this change throughout the by-laws. Furthermore, the abbreviation of SOBA is no longer appropriate given this name change. We propose that the letter B, standing for business, be used in place of SoBA throughout the by-laws.

The second most frequent source of changes stems from how our faculty vote. The school is just one department with 34 Senate members, so it is often difficult to schedule faculty meetings at a time that allows the majority of voters to attend. For a motion to pass, the majority of the faculty must vote for the proposal and thus it is not sufficient for the majority of the voters in the room to approve a motion. Consequently, poor attendance is often the reason why motions do not pass. To reduce the impact of this problem, the faculty proposes changes that make it easier to hold a mail ballot. In particular, the by-laws will make mail ballots the default. As a result, the by-laws should be changed to indicate the time required for a vote and to eliminate rules about requiring advance notice of votes before a faculty meeting. The changes also outline how the faculty might hold an in-person ballot, which we expect will now occur only in special circumstances. The new by-laws also address the issue of a quorum. The school typically frequently holds meetings that only last an hour, as attendance would be even lower if the meetings were much longer. There might be enough people at the beginning of a meeting but by the time a vote comes up some people may have had to leave, which raises concerns about whether a quorum still holds. There were some meetings where people "attended" via phone calls but then it was not clear they were still on the phone when a vote was taken. This led to a desire to count a quorum based on physical presence, as the new by-laws indicate. Shorter meetings mean less is accomplished, so the school started to hold more frequent meetings. This raised the issue of whether they were special meetings or regular meetings, even when the dates of the meetings had been set months in advance. Thus, the proposed changes also include clarification about the ability to hold more frequent regular meetings.

A third set of changes is related to the existence of the Ph.D. program. The program was an interdepartmental program that only included two of the five research areas in business, but starting with the 2017-18 academic year the program is no longer interdepartmental and it now includes all five research areas. The current by-laws refer to two standing committees, one for undergraduates and one for master's programs. This was appropriate when the school had no doctoral program, or perhaps when the doctoral program was not specific to the school, but the master's committee should now either be changed to graduate committee or a third committee dedicated to the Ph.D. programs should be formed. The faculty voted to create a specialized

doctoral committee with the expectation that its members will include the Ph.D. coordinators from the five areas. These committees work closely with the area coordinators, deans and the department chair to improve the school's programs and the work is best done if everyone on the committee is aware of policies and efforts that come from the school's administration. To ensure this outcome, the faculty voted to make the associate deans ex officio members of the committees in charge of their respective topics.

Finally, the by-laws are currently unclear as to the role of the EC in approving new programs. Several professors inquired about the interpretation of the rules last year and were told by the Senate that it would be a good idea to clarify them. The change in the wording regarding new programs is intended to clarify that the EC must approve all new programs in the School of Business so that a program cannot be proposed to the Senate without EC approval. Currently, a program can be proposed and forwarded to the Senate without the support of the EC. While a faculty vote in support of a new program is informative to the UCR Academic Senate, the faculty as a group is not able to answer questions or provide a justification for elements of the program. So, the faculty need a voice and a champion that will help send the program through the approval process. When questions come back about why it is needed, how minor details are addressed and so forth, the EC deals with them. When the EC itself is not in favor of a program that the majority of the faculty approved, they are not in a position to answer questions, let alone champion the proposal. In something as major as a program initiation, it is important to have full support from all areas of the school – the faculty as a whole, the faculty leadership (EC members), the dean, the associate deans and, preferably, current students and alumni. The fact that the EC did not approve a program that the faculty supported despite their view suggests a lack of support of the program and that it will ultimately not be successful. The proposed change to regulation B4.2.4 is intended to ensure that new program proposals have widespread support before going to the Senate.

Approved by the School of Business faculty: April 20, 2018

UC RIVERSIDE UNIVERSITY OF CALIFORNIA | **Academic Senate**
COMMITTEE ON RULES AND JURISDICTION

July 26, 2018

To: Dylan Rodríguez, Chair
Riverside Division

From:  Kambiz Vafai
Chair, Committee on Rules and Jurisdiction

Re: Campus Review. Proposed Bylaw Change: School of Business A1-A3.1.6:
Membership, Meetings, Amendments & Revisions

The Committee on Rules and Jurisdiction reviewed the proposed Bylaw Change to School of Business A1-A3.1.6: Membership, Meetings, Amendments & Revisions and although these changes may not violate the code of the Academic Senate, the Committee has the following recommendations/questions.

B3.1

Other Regular Meetings – What is considered an “other regular meeting”? What differentiates a Regular Meeting from a Special Meeting?

B3.1.4

Please note the typo in the proposed column.

~~B3.1.4~~ should read B3.1.4

B3.1.5

Some of the committee members believe that mail balloting should also be the default in Special meetings as it is in the Regular meetings and less time given for submitting the mail ballot. One week may be too long.

The proposed bylaws state that all main motions in a Regular Meeting will be submitted to mail ballot. Please note electronic ballots will not be allowed unless specified in the bylaws.

How do those not in attendance benefit or participate in debate if main motions go straight to mail ballot?

B3.1.6

This would make it impossible for new business to be introduced and discussed at meetings. Perhaps the following language should be used:

“The Faculty shall not vote on any main motion at a meeting if it includes any of the following: changes to curricular requirements, changes to the regulations of the school or its structure, or changes to the current bylaws unless it has been included on that meetings agenda.” This will help avoid the introduction of complex items in meetings.

An individual member’s opinion:

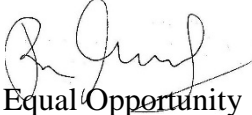
'Mail or email balloting with a reasonable time limit, to accommodate those not present at the meeting, must be allowed following ALL meetings, regular or special, as failure to do so would violate senate code fundamentals. The time limit may be expedited in the case of a special meeting.'



COMMITTEE ON DIVERSITY & EQUAL OPPORTUNITY

January 31, 2019

To: Dylan Rodriguez
Riverside Division Academic Senate

From: Boris Maciejovsky, Chair 
Committee on Diversity & Equal Opportunity

Re: Proposed Bylaw Change: School of Business A1-A3.1.6: Membership,
Meetings, Amendments & Revisions

The committee reviewed the proposed bylaw change and had no additional comments

GRADUATE COUNCIL

October 18, 2018

TO: Dylan Rodriguez, Chair
Riverside Division

FR: Jason Stajich, Chair
Graduate Council



**RE: [Campus Review] Proposed Bylaw Change: School of Business A1-A3.1.6:
Membership, Meetings, Amendments & Revisions**

The Graduate Council reviewed and discussed the proposed bylaw change for the School of Business at their October 18, 2018 meeting. The Council had no concerns with the proposed changes and was supportive of the proposal.