

Part I. Functions

1. The Faculty of the Samueli School of Engineering shall conduct the government of the Samueli School of Engineering in accordance with all applicable rules of the Academic Senate of the University of California.

Part II. Membership

2. Membership in the Faculty of the Samueli School of Engineering is defined by Divisional Bylaws 50(A) and 166.

Part III. Officers

3. The officers of the Faculty shall consist of a Chair and Vice Chair. The Chair shall be elected by the Faculty for a two-year term and shall be Chair of the Samueli School of Engineering Executive Committee. ~~The Chair shall serve for no more than two consecutive terms. The Vice Chair shall be elected annually by the Samueli School of Engineering Executive Committee from its faculty membership. The Vice Chair shall serve as Acting Chair whenever the Chair is absent. If the Chair is unable or unwilling to complete a term of office, the Vice Chair will serve as interim Chair and the Faculty shall elect a new Chair to serve the remaining portion of the term. The Chair cannot serve more~~
4. Administrative officers of the Samueli School of Engineering cannot serve as officers of the Faculty.

Part IV. Elections

5. The term of office of the Chair of the faculty shall commence on July 1 and end on June 30. Election of the Chair shall be concluded prior to July 1 preceding the term of office. The Vice Chair of the Faculty shall have the responsibility for conducting the election for the Chair and for the faculty representatives to the Executive Committee. ~~Ballots shall be counted in the presence of the Chair and the Vice Chair.~~

Part V. Meetings of the Faculty

6. The Faculty shall meet at least once annually after a call by the Chair with a minimum of one week's notice prior to the meeting. The agenda of regular meetings shall include the following:
 - (A) Consideration of the Minutes of the preceding Faculty meeting;
 - (B) Announcements by the President of the University of California;
 - (C) Announcements by the Chancellor of UCLA;
 - (D) Announcements by the Dean of the Samueli School of Engineering ~~and Applied~~
 - (E) Announcements by the Chair of the Faculty;
 - (F) Report of the School of Engineering Executive Committee;
 - (G) Reports of Standing Committees;
 - (H) Reports of Special Committees;

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- (I) Petitions of students;
 - (J) Unfinished business;
 - (K) New business.
7. Special meetings of the Faculty may be held at other times with at least three instructional/business days' notice:
- (A) After a call to meeting by the Chair, or
After delivery of a written request for a meeting to the Chair. The request must be signed by at least 10 voting members of the Faculty and the meeting must be
 - (B) scheduled to take place within five instructional/business days of receipt of the request. Meetings scheduled in response to such a written request shall be limited to consideration of the matters of business specified in the request.
8. The Chair of the Faculty will preside at all meetings of the Faculty. In the absence of the Chair, the Vice Chair will preside.
9. *Robert's Rules of Order* (current edition) shall govern Faculty meetings in all instances not covered by the Bylaws.
10. The order of the agenda of a Faculty meeting may be altered by a two-thirds vote of the voting members present at the meeting.
11. Motions considered at a meeting of the Faculty must be submitted via mail or electronic ballot when:
- (A) requested by 10 or more of the voting members present at the meeting;
requested in writing by 10 voting members of the Faculty within ~~ten~~-five instructional/business days after distribution of the Minutes of the meeting at
 - (B) which the motion was considered. The written request must be submitted to the Chair of the Faculty. Electronic balloting shall be conducted in accordance with procedures established by the Academic Senate.
12. The student representatives to the Samueli School of Engineering Executive Committee shall be invited to attend all meetings of the Faculty, and they shall receive the courtesy of the floor. Student representatives shall be permitted to vote, but shall have their votes recorded separately.

Part VI. Quorum

13. One-fifth of the members of the Faculty of the Samueli School of Engineering who are voting members of the Academic Senate, rounded to the next *highest* integer, shall constitute a quorum at all meetings of the Faculty.

Part VII. Committees

14. Charges and duties of Committees shall be broadly interpreted in order to allow regular activities without modifications of these Bylaws.
15. The Dean is an ex officio member of all committees without vote except as may be herein designated.

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16. Except as may be herein designated, administrative officers of the Samueli School of Engineering cannot serve as members of the committees established by these Bylaws.

17. Executive Committee

(A) Composition: The voting members of the Executive Committee shall consist of:

- (1) the Chair of the Faculty;
- (2) the Dean of the Samueli School of Engineering;

faculty representatives duly elected by the faculty of each Department of the Samueli School of Engineering. The number of faculty representatives from a Department shall be one-twelfth of the total regular faculty of that Department at the time of regular annual elections, rounded to the next ~~highest~~ integer.

A faculty member with joint appointments in more than one Department shall be counted only in his/her Department of primary affiliation. The Executive

- (3) Committee shall include two student representatives: one undergraduate student representative duly elected annually by the members of the Engineering Society of the University of California, Los Angeles, and one graduate student representative duly elected annually by the members of the Engineering Graduate Students Association of the School of Engineering and Applied Science. Student representatives shall be permitted to vote, but shall have their votes recorded separately.

The Executive Committee may, at its discretion, also invite Associate and Assistant Deans of the Samueli School of Engineering, or other guests, to its meetings and, if invited, they shall receive the courtesy of the floor.

Election and Tenure: Terms of office of faculty representatives shall be three years, and shall begin and end on July 1 and June 30, respectively. The Vice Chair of the Faculty shall conduct regular elections of the faculty representatives once annually, usually in the Spring Quarter prior to July 1 preceding the terms of office. Elections of faculty representatives from each Department shall be staggered. For new departments, during the first year under these Bylaws the new Department shall elect its first representative for a term of three years, its second representative for a term of two years, and its third representative, if any, for a term of one year. Any vacancy occurring because of the inability or unwillingness of an elected representative to complete a term of office will be filled by special election.

- (B)

Meetings: The Executive Committee shall meet at least once each Quarter of the Academic Year at the call of the Chair, or in response to the written request of three or more members. Meetings shall be held with a minimum of three instructional/business days' notice.

- (C)

- (D) Quorum: A quorum shall consist of a majority of voting members.

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(E) Charges and Duties:

- (1) The Executive Committee shall consider all matters of general concern to the Faculty and to the welfare of the Samueli School of Engineering and its students, including courses and curricula. The Executive Committee shall act for the Faculty in all matters, excepting those matters reserved to the Faculty as a whole by rules of the Academic Senate or by these Bylaws or subsequent action.
- (2) Substantive matters considered by the Executive Committee shall be submitted to the Faculty for electronic ballot on request of a majority of the members present at the meeting when the matter is considered, or if requested in writing by 10 voting members of the Faculty within ten instructional/business days after distribution of the Minutes of the meeting at which the matter was considered.
- (3) The Executive Committee shall consider all matters of general concern to the Faculty and to the welfare of the Samueli School of Engineering and its students, including courses and curricula. The Executive Committee shall act for the Faculty in all matters, excepting those matters reserved to the Faculty as a whole by rules of the Academic Senate or by these Bylaws or subsequent action.
- (4) The Executive Committee shall appoint the Standing Committees of the Faculty established by these Bylaws, receive reports from these Committees and, when appropriate, take and/or recommend action based on these reports.
- (5) Approved Minutes of meetings of the Executive Committee shall be distributed to the Faculty within five instructional days of approval. The Chair of the Executive Committee shall report to the Faculty at the regular meetings of the Faculty and shall present an annual report of Committee activities at the last regular Faculty meeting of the academic year.

(56) If an FEC representative is unable to attend a regular meeting of the FEC, they should send an alternate representative from their department to the meeting. This substitute representative shall have the right to vote as the departmental representative in that meeting. Approved Minutes of meetings of the Executive Committee shall be distributed to the Faculty within five

18. Standing Committees

(A) Appointment, Composition, and Tenure:

- (1) The members of the Standing Committees established herein shall be appointed by the Executive Committee.
- (2) Faculty representatives to the Executive Committee may be appointed as Departmental members of Standing Committees.
- (3) The Chair of the Executive Committee shall be an ex officio member, without vote, of each Standing Committee.
- (4) Each Standing Committee shall elect its Chair from among the designated members. The Executive Committee may appoint a Chair *pro temp*.

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- (5) Members of all Standing Committees will be appointed for two-year terms, after July 1, to serve for terms extending from October 1 to September 30.
- (6) Each Standing Committee may invite non-voting participation by Associate and/or Assistant Deans of the Samueli School of Engineering, faculty, consultants and/or student representatives, as it deems appropriate, and may appoint such subcommittees and/or task forces as it deems necessary to conduct its business.

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(B) Committees:

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(1) Honors and Awards Committee

Composition: The Committee shall be composed of one faculty member from each Department of the Samueli School of Engineering. The Dean of the School of Engineering and Applied Science shall also be a voting member of this Committee but cannot serve as Chair.

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Charges and Duties: The Committee shall nominate and/or select candidates for honors and awards conferred on faculty and students by the Samueli School of Engineering.

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(2) The Executive Committee may appoint such subcommittees, ad hoc Committees and/or task forces, as it deems necessary to conduct the government of the Samueli School of Engineering. It is expected that subcommittees, ad hoc Committees and/or task forces, will form periodically to review school policies and practices on undergraduate and graduate admissions, curriculum, graduate student funding, and other such issues.

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(C) Reports:

Each Standing Committee, subcommittee and ad hoc committee shall submit a written report of activities to the Executive Committee, which shall be made available to the Faculty, prior to the last regular Faculty meeting of the academic year. The Chair of each Standing Committee, subcommittee and ad hoc committee shall make other reports as appropriate or requested, including reports at regular Faculty meetings.

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~~Reports: Each Standing Committee shall submit a written report of activities to the~~
 (B) ~~Executive Committee, which shall be made available to the Faculty, prior to the last regular Faculty meeting of the academic year. The Chair of each Standing Committee shall make other reports as appropriate or requested, including reports at regular Faculty meetings.~~

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(C) ~~Admissions Policy Committee~~

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~~Composition: The Committee shall be composed of one faculty member from each Department of the Samueli School of Engineering. The Associate Dean for Academic and Student Affairs and the Assistant Dean for Undergraduate Students shall be non-voting members of this Committee and cannot serve as Chair.~~

(2) ~~Charges and Duties: The Committee shall make recommendations concerning policy matters related to student admissions.~~

(D) ~~Honors and Awards Committee~~

(+) ~~Composition: The Committee shall be composed of one faculty member from each Department of the Samueli School of Engineering. The Dean of the School of Engineering and Applied Science shall also be a voting member of this Committee but cannot serve as Chair.~~

(2) ~~Charges and Duties: The Committee shall nominate and/or select candidates for honors and awards conferred on faculty and students by the Samueli School of Engineering.~~

19. ~~The Executive Committee may appoint such subcommittees, ad hoc Committees and/or task forces, as it deems necessary to conduct the government of the Samueli School of Engineering.~~

Part VIII. Suspension of Rules

~~2019~~ The rules of the Faculty may be suspended by vote of the Faculty, provided that not more than two voting members present object to such suspension.

Part IX. Amendment of Bylaws

~~2420~~ The foregoing Bylaws may be added to, amended, or repealed via electronic ballot at any regular or special meeting of the Faculty by two-thirds vote of all the voting members present, provided that written notice of amendment shall have been sent to each member of the Faculty at least five instructional/business days prior to the meeting at which the amendment is moved. If the amendment is voted upon by electronic ballot, a two-thirds vote of the Faculty is required for approval. No amendment shall be made that is inconsistent with legislation of the Academic Senate.

Part X. Implementation

[This section shall be deleted from the Bylaws immediately after implementation.] These Bylaws shall become effective immediately after approval by two-thirds of the Faculty.

Initial elections for the Chair of the faculty and for the faculty representatives to the ~~222~~ Executive Committee shall be conducted immediately after approval of these Bylaws.

1. These initial elections shall be conducted by the outgoing Executive Committee and Officers of the Faculty. Dates and deadlines specified in these Bylaws may be relaxed for purposes of conducting initial elections.

APRIL ~~28~~29, 2022