

Council of Faculty Chairs

Proposal to Revise UCLA Academic Senate Bylaws 155 and 140

Table of Contents

UgC Final Response - 10-31-2018 Memo_UgC to Exec Board Bylaw 155 and 140 Revision FINAL	1-1
UgC Proposed Changes_Bylaw 155 and 140 revision 10-31-18	1-3
R&J Final Response - R and J to Exec Board_UgC Proposed Changes_Bylaw 155-Bylaw 140-10_31_2018	1-7
UgC R and J-UgC-Re Bylaw 155-Bylaw 140_Request Revision & Resubmit_10_19_18	1-8
UgC UgC to RJ Bylaw 155 Revision 5-11-18 (V2)	1-9
---UgC to R&J bylaw 155	1-9
UgC r and j Undergraduate Council May 10 2018	1-10
UgC UgC to R and J bylaw 155_Cover Memo_5_7_18	1-11
UgC Proposal to Revise UCLA Academic Senate Bylaw 155_May 2018	1-12
GC Final Response - 2018-05-17_Graduate Council to Undergraduate Council_Response to Proposal to Revise UCLA Academic Senate Bylaw 155	1-16
CPB Final Response - CPB to UgC_Bylaw 155_05-08-2018	1-17
UgC Rules_and_Jurisdiction_(R and J)_Questions_Referred_on_02-16-2015_Minutes_AS_Bylaw_140_155_2-23-2015	1-18

October 31, 2018

To: Joseph Bristow
Chair, UCLA Academic Senate

The Committee on Rules and Jurisdiction

From: Robert Gould
Chair, Undergraduate Council

RE: Proposed Revisions to Academic Senate Bylaws 155 and 140

At its October 26th, 2018 meeting, the Undergraduate Council unanimously approved a proposal to revise Academic Senate Bylaws 155 and 140 (14 approve, 0 object, 0 abstaining). Last year, a version of this same proposal was approved by the Graduate Council, Undergraduate Council, and the Council on Planning and Budget. On the advice of the Committee on Rules and Jurisdiction, the proposal has been revised for the sake of clarity. We now ask that the Executive Board consider adding this proposal to the next meeting of the Legislative Assembly, and that the Committee on Rules and Jurisdiction determine whether the proposed changes are consistent with the code of the Academic Senate.

Rationale

Each year, a variety of proposals (Appendix V actions, establishment of new Interdepartmental Degree Programs, new graduate programs, etc.) are submitted to the Legislative Assembly (LgA) for their consideration. Proposals approved by the Legislative Assembly currently take anywhere from 2-5 months to become effective **after** the Legislative Assembly has approved the proposal—this does not include any prior vetting that needed to occur before the proposal was submitted to LgA. The length of time required for approval by the Academic Senate can therefore result in significant delays when it comes to launching new programs and disestablishing or transferring existing programs.

The Academic Senate and Faculty Executive Committee (FEC) review processes are robust, and this proposal does not alter the current review process in any way. Each action must still emanate from the faculty concerned prior to review, with each of the relevant FECs being provided with the opportunity to comment on each proposal.

Bylaws 155 and 140 ensure that the faculty have a mechanism to challenge actions taken by the LgA. The timeline for faculty to challenge actions taken by the LgA remains the

same (10 instructional days after notification of the actions taken) as before—only the timing and method of notification of actions taken by the Assembly has changed.

History

The most recent challenge to an action taken by the LgA was a proposal to institute a diversity requirement for the College of Letters and Science. In this case, both advocates and opponents of the proposal were frustrated by the need to wait for distribution of the minutes before a formal challenge to the issues could be initiated. Indeed, the Committee on Rules and Jurisdiction (R&J) was asked to intervene and rule on whether or not LgA minutes could be distributed early in an effort to prompt the vote of the full faculty that would be required before the proposal could continue.

R&J ruled that it would not be appropriate to distribute minutes from LgA early (see the February 16, 2015 memo from R&J included in the proposal). Indeed, the statement from R&J highlights that minutes are not official until they have been approved by the Assembly or a designated committee (no committee has currently been designated by LgA to approve minutes). This observation highlights how the current system of notification does not adhere to proper parliamentary procedure, as minutes are not official until they have been approved by the Assembly.¹ Under current practice, only draft minutes are ever distributed to all faculty (the final approved minutes are not distributed to faculty after they are formally approved by LgA).

If you have any questions or concerns, please do not hesitate to contact me or Eric Wells, the Undergraduate Council Analyst.

¹ See Alice Sturgis, *The Standard Code of Parliamentary Procedure*, 3rd edition. p. 190. New York: McGraw Hill, 1993.

Bylaw 155 (current version)	Bylaw 155 (proposed)
<p>The following provisions govern mail or electronic online ballots on Issues. [Am 08 Apr 03]</p>	<p>The following provisions govern mail or electronic online ballots on Issues. [Am 08 Apr 03]</p>
<p>(A) Only main motions and amendments thereto which have been considered at a meeting of the Division or the Legislative Assembly may be submitted to a mail or electronic online ballot. [Am 08 Apr 03]</p>	<p>(A) Only main motions and amendments thereto which have been considered at a meeting of the Division or the Legislative Assembly may be submitted to a mail or electronic online ballot. [Am 08 Apr 03]</p>
<p>(B) Subject to the provisions of subsection (A) above, action taken by the Legislative Assembly shall be submitted to a mail or electronic online ballot of voting members of the Division if: [Am 08 Apr 03]</p>	<p>(B) Subject to the provisions of subsection (A) above, action taken by the Legislative Assembly shall be submitted to a mail or electronic online ballot of voting members of the Division if: [Am 08 Apr 03]</p>
<p>(1) The request for the mail or electronic online ballot is made at the meeting at which the issue has been considered and one-third of the members of the Legislative Assembly present join in the request; or [Am 08 Apr 03]</p>	<p>(1) The request for the mail or electronic online ballot is made at the meeting at which the issue has been considered and one-third of the members of the Legislative Assembly present join in the request; or [Am 08 Apr 03]</p>
<p>(2) written petition by voting members equal to one-third of the members of the Legislative Assembly is received, singly or collectively, by the Chair within 10 instructional days after distribution of the minutes. [Am 11 Apr 79, 28 May 98]</p>	<p>(2) written petition by voting members equal to one-third of the members of the Legislative Assembly is received, singly or collectively, by the Chair within 10 instructional days after distribution of the minutes. [Am 11 Apr 79, 28 May 98]</p>
<p>Action taken at a meeting of the Division shall be submitted to a mail or electronic online ballot at the request of: [Am 08 Apr 03]</p>	<p>Action taken at a meeting of the Division shall be submitted to a mail or electronic online ballot at the request of: [Am 08 Apr 03]</p>
<p>(3) one-third of the members present and voting on the question at the meeting; or</p>	<p>(3) one-third of the members present and voting on the question at the meeting; or</p>
<p>(4) 35 voting members of the Division by written petition submitted singly or collectively to the Chair within 10 instructional days after distribution of the minutes. [Am 28 May 98]</p>	<p>(4) 35 voting members of the Division by written petition submitted singly or collectively to the Chair within 10 instructional days after distribution <u>notification</u> of the <u>actions taken at the meeting</u>. [Am <u>XX</u> May <u>XX</u>]</p>

Bylaw 140 (Current)	Bylaw 140 (Proposed)
<p data-bbox="203 233 727 264">Bylaw 140. Agenda and Minutes of Meeting</p> <p data-bbox="250 338 561 369"><i>(A) The Call for a Meeting</i></p> <p data-bbox="250 447 797 1791">(1) Except as otherwise determined by the Chair in the event of an emergency, at least five calendar days before each meeting of the Division or the Legislative Assembly, the Secretary of the Division shall send at least one copy of the Call to the meeting, together with all pertinent documents, to the President of the Senate, to all members of the Legislative Assembly, to the student body presidents, to the executive offices of other Divisions, to the Secretaries of the Academic Senate of the University of California, to each member of the Divisional Committee on Rules and Jurisdiction, and to each member of the University Committee on Rules and Jurisdiction. Except as otherwise determined by the Chair in the event of an emergency, at least seven calendar days before each meeting of the Division or the Legislative Assembly, the Secretary of the Division shall send to every member of the Division the agenda from the Call to the meeting, together with information about how to obtain a full printed or electronic copy of the complete text of the Call to the meeting and the minutes of the meeting. The Call shall include the text of any proposal to be brought before the Division or the Legislative Assembly for final action. The Call for a Legislative Assembly meeting shall also include the text of any legislation to be modified and a statement of the purpose of the proposal and its effect on existing legislation. [Am 18 Nov 97]</p> <p data-bbox="250 1833 708 1896">(2) Agenda items for a meeting of the Legislative Assembly deemed non-</p>	<p data-bbox="820 233 1414 296">Bylaw 140. Agenda, Notifications, and Minutes of a Meeting</p> <p data-bbox="867 338 1182 369"><u>(A)</u> <i>The Call for a Meeting</i></p> <p data-bbox="867 447 1419 1791">(1) Except as otherwise determined by the Chair in the event of an emergency, at least five calendar days before each meeting of the Division or the Legislative Assembly, the Secretary of the Division shall send at least one copy of the Call to the meeting, together with all pertinent documents, to the President of the Senate, to all members of the Legislative Assembly, to the student body presidents, to the executive offices of other Divisions, to the Secretaries of the Academic Senate of the University of California, to each member of the Divisional Committee on Rules and Jurisdiction, and to each member of the University Committee on Rules and Jurisdiction. Except as otherwise determined by the Chair in the event of an emergency, at least seven calendar days before each meeting of the Division or the Legislative Assembly, the Secretary of the Division shall send to every member of the Division the agenda from the Call to the meeting, together with information about how to obtain a full printed or electronic copy of the complete text of the Call to the meeting and the minutes of the meeting. The Call shall include the text of any proposal to be brought before the Division or the Legislative Assembly for final action. The Call for a Legislative Assembly meeting shall also include the text of any legislation to be modified and a statement of the purpose of the proposal and its effect on existing legislation. [Am 18 Nov 97]</p> <p data-bbox="867 1833 1328 1896">(2) Agenda items for a meeting of the Legislative Assembly deemed non-</p>

<p>controversial by the Chair of the Division, in consultation with the Secretary and the chairs of the committees concerned, may be placed on a Consent Calendar and so identified in the regular Order of Business by an asterisk. Approval of all items on the Consent Calendar requires a single unanimous vote called for as the first order of business following announcements. At the request of any member of the Legislative Assembly prior to or at the meeting, any such Calendar item must be withdrawn and considered in its regular order on the agenda.</p> <p>(3) The Call for a special meeting of the Legislative Assembly or for a meeting of the Division shall contain a statement of the purpose of the meeting.</p> <p>(4) Action on Items not in the Call. Approval of two-thirds of the voting members present at a meeting of the Division or the Legislative Assembly is required for final action to be taken on any non-legislative item of business not included in the Call for the meeting. Final action is not authorized on legislation [See Divisional Bylaw 115(C) definition of term legislation], not included in the Call to a meeting of the Legislative Assembly.</p>	<p>controversial by the Chair of the Division, in consultation with the Secretary and the chairs of the committees concerned, may be placed on a Consent Calendar and so identified in the regular Order of Business by an asterisk. Approval of all items on the Consent Calendar requires a single unanimous vote called for as the first order of business following announcements. At the request of any member of the Legislative Assembly prior to or at the meeting, any such Calendar item must be withdrawn and considered in its regular order on the agenda.</p> <p>(3) The Call for a special meeting of the Legislative Assembly or for a meeting of the Division shall contain a statement of the purpose of the meeting.</p> <p>(4) Action on Items not in the Call. Approval of two-thirds of the voting members present at a meeting of the Division or the Legislative Assembly is required for final action to be taken on any non-legislative item of business not included in the Call for the meeting. Final action is not authorized on legislation [See Divisional Bylaw 115(C) definition of term legislation], not included in the Call to a meeting of the Legislative Assembly.</p> <p><u>(B) Action Items.</u></p> <p>(1) <u>Notification of Actions. Following each Legislative Assembly, the Secretary of the Division will produce a “Notification of Actions” memorandum listing action items from the meeting along with a report of their vote. Action items are defined as any item on the Legislative Assembly agenda, including items on the consent calendar, requiring a vote of approval.</u></p> <p>(2) <u>No later than 15 instructional days following any meeting of the Legislative Assembly, the Secretary of the Division</u></p>
---	---

<p>(B) Minutes. Prior to the subsequent meeting of the Division or the Legislative Assembly, the Secretary of the Division shall send at least one copy of the minutes of the meeting to the President of the Senate, every member of the Legislative Assembly, the student body presidents, the executive offices of the other Divisions, the Secretary of the Academic Senate of the University of California, the Divisional Committee on Rules and Jurisdiction, and each member of the University Committee on Rules and Jurisdiction. The Secretary shall send to every member of the Division information about how to obtain a printed or electronic copy of the Minutes, as specified in Divisional Bylaw 140(A)(1). [Am 18 Nov 97]</p>	<p><u>will send at least one copy of the “Notification of Actions” to the President of the Senate, every member of the Legislative Assembly, the student body presidents, the executive offices of the other Divisions, the Secretary of the Academic Senate of the University of California, the Divisional Committee on Rules and Jurisdiction, and each member of the University Committee on Rules and Jurisdiction. The Secretary shall send to every member of the Division information about how to obtain a printed or electronic copy of the notification of actions.</u></p> <p><u>(3) Minutes. Nothing in 140(B) shall be construed as a substitute for or altering the requirement for recording action items in the meeting minutes.</u></p> <p>(B)(C) Minutes. Prior to the subsequent meeting of the Division or the Legislative Assembly, the Secretary of the Division shall send at least one copy of the minutes of the meeting to the President of the Senate, every member of the Legislative Assembly, the student body presidents, the executive offices of the other Divisions, the Secretary of the Academic Senate of the University of California, the Divisional Committee on Rules and Jurisdiction, and each member of the University Committee on Rules and Jurisdiction. The Secretary shall send to every member of the Division information about how to obtain a printed or electronic copy of the Minutes, as specified in Divisional Bylaw 140(A)(1). [Am <u>XX XXX XX</u>]</p>
--	---

October 31, 2018

To: Joseph Bristow, Chair
Michael Meranze, Vice Chair
Sandra Graham, Immediate Past Chair
Executive Board

From: Chris Niemann
Rules & Jurisdiction Committee 

To: Legislative Assembly Bylaw 155/140

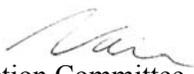
Rules & Jurisdiction finds that the Undergraduate Council has adequately addressed the concerns expressed in their October 19, 2018 letter to the council.

R&J finds that the proposed revisions to Bylaw 155 and Bylaw 140 as submitted on October 31, 2018 are consistent with the Code of the Academic Senate.

cc: Kumar Rajaram, Committee on Rules & Jurisdiction
Alfreda Iglehart, Committee on Rules & Jurisdiction
Eric Wells, Analyst, Undergraduate Council
Linda Mohr, Chief Administrative Officer, Academic Senate

October 19, 2018

To: Robert Gould, Chair Undergraduate Council

From: Chris Niemann 
Rules & Jurisdiction Committee

Re: Bylaw 155

Thank you for your explanation of terms used in the proposed revision of Bylaw 155 in your May 11, 2018 letter to Rules & Jurisdiction. After review, Rules & Jurisdiction advises that you also submit revisions to Bylaw 140 that define the terms you are proposing be used in Bylaw 155: “notification” and “action.” Bylaw 140 could be renamed AGENDA, NOTIFICATIONS, AND MINUTES OF A MEETING. Please then add a section to bylaw 140 “(B) Action Items.” Borrowing from the language in your proposal and subsequent letter, this might read as follows:

(B) Action Items.

(1) Notification of Actions. Following each Legislative Assembly, the Secretary of the Division will produce a “Notification of Actions” memorandum listing action items from the meeting along with a report of their vote. Action items are defined as any item on the Legislative Assembly agenda, including items on the consent calendar, requiring a vote of approval.

(2) No later than 15 instructional days following any meeting of the Legislative Assembly, the Secretary of the Division will send at least one copy of the “Notification of Actions” to the President of the Senate, every member of the Legislative Assembly, the student body presidents, the executive offices of the other Divisions, the Secretary of the Academic Senate of the University of California, the Divisional Committee on Rules and Jurisdiction, and each member of the University Committee on Rules and Jurisdiction. The Secretary shall send to every member of the Division information about how to obtain a printed or electronic copy of the notification of actions.

(3) Minutes. Nothing in 140(B) shall be construed as a substitute for or altering the requirement for recording action items in the meeting minutes.

This would also mean you do not need to redefine the terms in Bylaw 155 B(4):

35 voting members of the Division by written petition submitted singly or collectively to the Chair within 10 instructional days after notification distribution of the actions taken at the meeting, ~~which shall normally occur no later than 15 instructional days following the meeting in which the actions were taken~~ minutes. [Am 28 May 98]

Please resubmit the proposed revisions for both bylaws using the 2-column method.

cc: Kumar Rajaram, Committee on Rules & Jurisdiction
Alfreda Iglehart, Committee on Rules & Jurisdiction
Eric Wells, Analyst, Undergraduate Council
Linda Mohr, Chief Administrative Officer, Academic Senate

May 11, 2018

To: Linda Bourque, Chair
Committee on Rules and Jurisdiction

From: Beth Lazazzera, Chair
Undergraduate Council

Re: Proposed Revision to UCLA Academic Senate Bylaw 155

Thank you for reviewing the proposed change to Academic Senate Bylaw 155. I have provided a response below, which I hope to clarify the proposal and address the concerns of the Committee on Rules and Jurisdiction regarding the distribution of the notification of actions.

- 1) Actions are defined as any item requiring a vote of approval. Therefore, the notification of actions will also include items on the consent calendar.
- 2) The form of the document will be a memorandum.
- 3) The currently planned mechanism of delivery will be Bruinpost, the electronic listserve currently used to distribute Legislative Assembly agendas and minutes. However, this should likely not be included in the actual bylaw as the method of delivery may evolve over time.
- 4) Once the notification of actions memorandum has been verified by the Senate Parliamentarian, it will be distributed by the Secretary of the Division. The Secretary shall send at least one copy of the notifications of actions of the meeting to the President of the Senate, every member of the Legislative Assembly (LgA), the student body presidents, the executive offices of the other Divisions, the Secretary of the Academic Senate of the University of California, the Divisional Committee on Rules and Jurisdiction, each member of the University Committee on Rules and Jurisdiction, and every member of the Division. The Secretary shall also send to every member of the Division information about how to obtain a printed copy of the notification of actions.
- 5) No change will be made to the current form of the minutes of meetings of the Legislative Assembly. Actions shall still be included in LgA minutes, whose distribution shall continue to follow the conditions outlined in Academic Senate Bylaw 140 (B).

If you have any questions or need additional information, please do not hesitate to contact me or Eric Wells, the Undergraduate Council Analyst (ewells@senate.ucla.edu; x51194).

May 10, 2018

To: Beth Lazazzera, Chair
Undergraduate Council

From: Linda Bourque, Chair
Rules & Jurisdiction



Re: Proposed Revision to UCLA Academic Senate Bylaw 155

The Committee on Rules and Jurisdiction has reviewed the proposed revision of UCLA Bylaw 155 and finds some clarifications are needed. You indicate that notification of actions will no longer be done by distribution of minutes, but you do not indicate how notification will now be done. Please specify how notification will now be done.

Thank you.

cc: Kumar Rajaram, Committee on Rules & Jurisdiction
Chris Niemann, Committee on Rules & Jurisdiction
Linda Mohr, CAO, Academic Senate
Marian M. Olivas, R&J Committee Analyst, Academic Senate
Eric Wells, Undergraduate Council Analyst

May 7, 2018

To: Linda Bourque, Chair
Committee on Rules and Jurisdiction

From: Beth Lazazzera, Chair
Undergraduate Council

Re: Proposed Revision to UCLA Academic Senate Bylaw 155

At the May 4, 2018 meeting of the Undergraduate Council, members of the Council unanimously approved (14 approve, 0 object, 0 abstaining) the attached proposal to revise UCLA Academic Senate Bylaw 155. The proposal has also been sent to the Graduate Council and the Council on Planning and Budget for their consideration.

The Council is hereby submitting the proposal to the Committee on Rules and Jurisdiction to ensure it is consistent with the Code of the Academic Senate before submission of the proposal to the Executive Board.

If you have any questions or need additional information, please do not hesitate to contact me or Eric Wells, the Undergraduate Council Analyst (ewells@senate.ucla.edu; x51194).

Proposal to Revise UCLA Academic Senate Bylaw 155

Rationale:

Each year, a variety of proposals (Appendix V actions, establishment of new Interdepartmental Degree Programs, new graduate programs, etc.) are submitted to the Legislative Assembly for their consideration. Actions on proposals taken by the Legislative Assembly currently take anywhere from 2-5 months to become effective after they are voted on by the Legislative Assembly—this does not include any prior review that must take place via other Academic Senate Committees and Faculty Executive Committees before being placed on the agenda for consideration by the Legislative Assembly. The length of time required for approval by the Academic Senate can therefore result in significant delays when it comes to launching new programs, and disestablishing or transferring existing programs. The reason for this delay is due in part to the current wording of Los Angeles Academic Senate Divisional Bylaw 155, which ensures the right of faculty to challenge actions taken by the Legislative Assembly and links the right to challenge actions taken with the distribution of Legislative Assembly minutes. Divisional Bylaw 155 currently reads as follows:

155. The following provisions govern mail or electronic online ballots on Issues. [Am 08 Apr 03]

(A) Only main motions and amendments thereto which have been considered at a meeting of the Division or the Legislative Assembly may be submitted to a mail or electronic online ballot. [Am 08 Apr 03]

(B) Subject to the provisions of subsection (A) above, action taken by the Legislative Assembly shall be submitted to a mail or electronic online ballot of voting members of the Division if: [Am 08 Apr 03]

the request for the mail or electronic online ballot is made at the meeting at which

- (1) the issue has been considered and one-third of the members of the Legislative Assembly present join in the request; or [Am 08 Apr 03]

- (2) **written petition by voting members equal to one-third of the members of the Legislative Assembly is received, singly or collectively, by the Chair within 10 instructional days after distribution of the minutes.** [Am 11 Apr 79, 28 May 98]

Action taken at a meeting of the Division shall be submitted to a mail or electronic online ballot at the request of: [Am 08 Apr 03]

- (3) one-third of the members present and voting on the question at the meeting; or

- (4) **35 voting members of the Division by written petition submitted singly or collectively to the Chair within 10 instructional days after distribution of the minutes.** [Am 28 May 98]

(C) **Arguments pro and con, which are submitted within 15 instructional days after the minutes are distributed, are summarized by the Secretary and accompany the ballot.** The ballot is sent to electors within five instructional days thereafter and specifies the

time and place of the election, which shall be completed within the next ten days. [Am 28 May 98]

The highlighted sections above (Divisional Bylaw 155 (2), (4), and C) ensure that faculty have 10 days after the distribution of the minutes to issue a challenge to any action taken by the Legislative Assembly, and detail the process for a full vote of the faculty. Under current Academic Senate practice, minutes are distributed 5 instructional days prior the next meeting of the Legislative Assembly, where the minutes must be approved by the members of the Legislative Assembly to become official. Once approved by the Legislative Assembly, members still have 5 instructional days to challenge the actions taken at prior Legislative Assembly. As the Legislative Assembly normally only meets once per term, each proposal approved by the Legislative Assembly normally takes at least two terms to become effective. The Council believes that the streamlining proposed below would reduce the proposal approval process by months, providing a great benefit to the campus with minimal effort on the part of the Senate and preserving the right of faculty to challenge actions taken by the Legislative Assembly.

Proposal:

In order to help streamline the Senate approval process while retaining the right of the faculty to challenge actions taken by the Legislative Assembly, the Undergraduate Council proposes the following revisions to Divisional Bylaw 155. We believe this process conforms to the spirit of Divisional Bylaw 155, as well as the Sturgis Guide to Parliamentary Procedure, which states that “In ordinary societies, it is usually best to limit minutes to what is done, rather than reporting also what is said, and to omit irrelevant matters, such as the names of persons who second motions.”¹ In terms of procedure, the Council recommends that the notification of the actions taken be reviewed by the Academic Senate Parliamentarian for accuracy, after which they will be distributed to faculty via Bruinpost and posted on the Academic Senate website. Retaining the 10 instructional day requirement will also provide members of the faculty with sufficient time to consult with their Legislative Assembly representatives and obtain additional information, if needed.

Current Text	Proposed Changes
155. The following provisions govern mail or electronic online ballots on Issues. [Am 08 Apr 03] Only main motions and amendments thereto which have been considered at a (A) meeting of the Division or the Legislative Assembly may be submitted to a mail or electronic online ballot. [Am 08 Apr 03]	155. The following provisions govern mail or electronic online ballots on Issues. [Am 08 Apr 03] Only main motions and amendments thereto which have been considered at a (A) meeting of the Division or the Legislative Assembly may be submitted to a mail or electronic online ballot. [Am 08 Apr 03]

¹ Sturgis, Alice. *The Standard Code of Parliamentary Procedure*. 3rd edition. New York: McGraw-Hill Inc., 1988. pg. 111

<p>Subject to the provisions of subsection (A) above, action taken by the Legislative</p> <p>(B) Assembly shall be submitted to a mail or electronic online ballot of voting members of the Division if: [Am 08 Apr 03]</p> <p>the request for the mail or electronic online ballot is made at the meeting at</p> <p>(1) which the issue has been considered and one-third of the members of the Legislative Assembly present join in the request; or [Am 08 Apr 03]</p> <p>written petition by voting members equal to one-third of the members of the Legislative Assembly is received, singly or collectively, by the Chair within</p> <p>(2) 10 instructional days after distribution of the minutes. [Am 11 Apr 79, 28 May 98]</p> <p>Action taken at a meeting of the Division shall be submitted to a mail or electronic online ballot at the request of: [Am 08 Apr 03]</p> <p>one-third of the members present and</p> <p>(3) voting on the question at the meeting; or</p> <p>35 voting members of the Division by written petition submitted singly or collectively to the Chair within 10 instructional days after distribution of</p> <p>(4) the minutes. [Am 28 May 98]</p> <p>(C) Arguments pro and con, which are submitted within 15 instructional days</p>	<p>Subject to the provisions of subsection (A) above, action taken by the Legislative</p> <p>(B) Assembly shall be submitted to a mail or electronic online ballot of voting members of the Division if: [Am 08 Apr 03]</p> <p>the request for the mail or electronic online ballot is made at the meeting at</p> <p>(1) which the issue has been considered and one-third of the members of the Legislative Assembly present join in the request; or [Am 08 Apr 03]</p> <p>written petition by voting members equal to one-third of the members of the Legislative Assembly is received, singly or collectively, by the Chair within</p> <p>(2) 10 instructional days after distribution <u>notification</u> of the minutes <u>actions taken at the meeting have been sent to faculty</u>. [Am 11 Apr 79, 28 May 98]</p> <p>Action taken at a meeting of the Division shall be submitted to a mail or electronic online ballot at the request of: [Am 08 Apr 03]</p> <p>one-third of the members present and</p> <p>(3) voting on the question at the meeting; or</p> <p>35 voting members of the Division by written petition submitted singly or collectively to the Chair within 10 instructional days after distribution <u>notification</u> of the minutes <u>actions taken at the meeting, which shall normally occur no later than 15 instructional days following the meeting in which the actions were taken</u>. [Am 28 May 98]</p> <p>(C) Arguments pro and con, which are submitted within 15 instructional days</p>
--	---

<p>after the minutes are distributed, are summarized by the Secretary and accompany the ballot. The ballot is sent to electors within five instructional days thereafter and specifies the time and place of the election, which shall be completed within the next ten days. [Am 28 May 98]</p>	<p>after the distribution <u>notification</u> of the minutes are distributed <u>actions taken at the meeting have been sent to faculty</u>, are summarized by the Secretary and accompany the ballot. The ballot is sent to electors within five instructional days thereafter and specifies the time and place of the election, which shall be completed within the next ten days. [Am 28 May 98]</p>
--	--

May 17, 2018

To: Beth Lazazzera, Chair
Undergraduate Council

From: Julio Vergara, Chair
Graduate Council

Re: Proposed Revisions to UCLA Academic Senate Bylaw 155

At its meeting on May 11, 2018, the Graduate Council reviewed and briefly discussed the proposed revisions to Divisional Senate Bylaw 155. Members found the proposed revisions to be straightforward and raised no objections. Accordingly, members unanimously endorsed the proposed amendment to UCLA Academic Senate Bylaw 155.

The Graduate Council appreciates the work undertaken by the Undergraduate Council in the preparation of the proposal with the aim to streamline UCLA Academic Senate processes and procedures. Thank you for the opportunity to review and comment.

May 8, 2018

Beth Lazazzera
Chair, Undergraduate Council

Re: Proposed Revisions to Divisional Academic Senate Bylaw 155

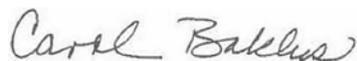
Dear Professor Lazazzera,

At its May 7, 2018 meeting, the Council on Planning and Budget (CPB) reviewed the Proposed Revisions to Divisional Academic Senate Bylaw 155.

Even though the majority agreed with the proposed revisions and understand that this will enable a faster execution of decisions, two members were hesitant to agree as they considered they did not have sufficient information justifying such a change.

Thank you for the opportunity to review the proposed revisions. If you have any questions for us, please do not hesitate to contact me at cbakhos@humnet.ucla.edu or via the Council's analyst, Elizabeth Feller, at efeller@senate.ucla.edu or x62470.

Sincerely,



Carol Bakhos, Chair
Council on Planning and Budget

Cc: Elizabeth Feller, Committee Analyst, Council on Planning and Budget
Eric Wells, Committee Analyst, Undergraduate Council
Members of the Council on Planning and Budget

February 23, 2015

To: Joel Aberbach, Chair
Academic Senate
Los Angeles Division

From: Linda Bourque, Chair
Rules & Jurisdiction



Re: Questions Referred on February 16, 2015

The Committee on Rules and Jurisdiction reviewed the two questions you sent us on February 16, 2015, regarding 1) when Minutes from Legislative Assembly Meetings become available, and 2) the structure of electronic ballots.

Minutes

The Minutes from the Legislative Assembly Meeting of February 5, 2015, cannot be made available "early," for at least three reasons.

First, Sturgis (2001) states the following.

Until the minutes are approved by the assembly they are not official, and they should not be approved until they have been either heard or seen either by the assembly or by a designated committee (page 199).

Second, in the Los Angeles Division, Minutes from Legislative Assembly meetings become available when they are published as part of The Call for the next meeting of the Legislative Assembly. Consistent with SB 140, The Call is issued at least five calendar days before the next meeting. At that time, the Secretary posts The Call, which contains the Minutes, on the Senate web site. Minutes become official when they are approved at the meeting of the Legislative Assembly where they are considered.

This process has been followed for many years in the Los Angeles Division, and the Committee sees no reason to change it on this occasion.

And third, on February 19, 2015, the Committee on Rules and Jurisdiction learned that the six alternates who were allowed to vote on the Motion at the Legislative Assembly Meeting of February 5, 2015, had not been properly vetted. Thus, the vote is, at minimum, incorrect and it may be illegal. This will have to be reported in the Minutes for the February 5, 2015, Meeting.

Ballots

Electronic ballots on issues are governed by SB 155 and specifically by SB 155(C) which reads as follows.

Arguments pro and con, which are submitted within 15 instructional days after the minutes are distributed, are summarized by the Secretary and accompany the ballot. The ballot is sent to electors within five instructional days thereafter and specifies the time and place of the election, which shall be completed within the next ten days.

Chair Aberbach issued a letter to Academic Senate members of the Los Angeles Division on February 17, 2015, which outlines the voting timeline. It is found at <http://www.senate.ucla.edu/2014-15CollegeDiversityRequirement.htm>.

Senate members who wish to submit pro and con statements can submit them to Professor Neal Garrett, the Secretary of the Division, at senateoffice@senate.ucla.edu, between February 17 and March 9 at 5:00 PM. Those arguments will be summarized by Secretary Garrett. The summaries will accompany the ballot, and will be posted on the Academic Senate website.

cc: Jason Throop, Committee on Rules & Jurisdiction
James Crall, Committee on Rules & Jurisdiction
Leobardo Estrada, Vice Chair, Academic Senate
Jan Reiff, Immediate Past Chair, Academic Senate
Neal Garrett, Secretary, Academic Senate
Ann Karagozian, Parliamentarian
Linda Mohr, CAO, Academic Senate
Serge Chenkerian, MSO, Academic Senate

Sturgis, Alice, as revised by The American Institute of Parliamentarians, *The Standard Code of Parliamentary Procedure* 4th Edition, New York: McGraw-Hill, 2001.