

**BYLAWS OF THE
BETTY IRENE MOORE SCHOOL OF NURSING
UNIVERSITY OF CALIFORNIA, DAVIS**

ARTICLE I. NAME OF ORGANIZATION

The name of this organization is the Betty Irene Moore School of Nursing, University of California, Davis (hereafter, the School)

ARTICLE II. FUNCTION

The Faculty of the School shall form and conduct the governance of the School subject to the Bylaws and Regulations of the Academic Senate of the University of California and of the Davis Division.

ARTICLE III. MEMBERS

1. Faculty

The Faculty of the School shall consist of:

- a. The President of the University of California;
- b. The Chancellor of UC Davis;
- c. The Dean of Graduate Studies of UC Davis;
- d. The Dean of the School of Nursing (hereafter, the Dean);
- e. All members of the Academic Senate who are appointed in the School of Nursing;
- f. As representatives, all faculty members of the School in all other series.

ARTICLE IV. OFFICERS

1. Chair

The Chair of the Executive Committee is the Chair of the Faculty and shall be elected by the Faculty at large by electronic ballot. Prior to the last week of April, the Secretary of the Faculty will solicit nominations by electronic mail from all voting members of the faculty. No nominations will be accepted after May 10. A ballot will be prepared by the Secretary listing all nominees and distributed to voting members by e-mail. Electronic ballots shall be returned within 10 working days to be valid. In the event of no nominee

gaining a majority of votes, election shall be determined by a runoff election between the 2 persons receiving the largest number of votes. He or she shall take office on September 1 and serve for two years, and may serve no more than two consecutive terms. The Chair of the Faculty shall serve as Chair of the Executive Committee, shall preside over all meetings of the Faculty of the School, and have such other additional duties as the Faculty shall direct. The Chair is authorized to refer directly to the appropriate committee of the Faculty any and all questions placed in his or her hands for presentation to the Faculty.

2. Secretary

The Secretary of the Faculty each year shall be appointed annually by the Executive Committee of the School from among the members of the Executive Committee and serve as Secretary for a one-year term. The duties of the Secretary shall include, but not be limited to, the taking and distribution of minutes for meetings of the Executive Committee and the Faculty, the distribution of all calls to meetings, and the maintenance of a current roster of members of the Faculty.

3. Replacements

If the Chair is unable to complete his or her term of office, the Secretary will become Chair for the remainder of the year and the Faculty shall elect a new Chair the following May, in accordance with the process outlined in IV. 1. above.

ARTICLE V. MEETINGS

1. Regular Meeting

The Faculty shall meet at least once each year, in October.

2. Special Meeting

The Faculty may meet at such other times as called by the Chair. In addition, upon written request of five members of the Faculty to the Secretary, a special meeting must be called within ten instructional days of receipt of the request. If the Chair and Secretary are both unavailable, the immediate Past Chair of the Faculty of the School is empowered to call special meetings of the Faculty and to serve as Chair pro tempore.

3. Attendance and quorum

It is generally expected that all voting Faculty shall attend faculty meetings. Only members of the Academic Senate are voting faculty. Only members of the faculty may

be present at Faculty meetings during consideration of matters determined to be strictly confidential by the Chair. Guests, including students, may be present at other times by the invitation of the Chair. Upon objection, a majority vote is required to allow a guest to be present. A quorum shall consist of twenty percent of the Faculty eligible to vote and in residence. Voting members who are on leave or on sabbatical are not included in the quorum count, but they are eligible to vote. Voting may be accomplished electronically.

4. Meeting Agenda

At least five instructional days before a Faculty meeting, other than a special meeting, the Chair shall give the Faculty and others entitled to attend copies of the agenda and of committee reports and like documents to be discussed at the meeting. The agenda shall consist of the following items in this order: minutes of the last meeting, reports of officers, committee reports, unfinished business, and new business. Additional items will be placed on the agenda upon the written request of three Faculty members eligible to vote, and the revised agenda shall be distributed no less than two instructional days before the meeting. Agendas for special meetings, as provided by the faculty members calling the meeting, shall be distributed to the Faculty as soon as practicable, preferably at least two instructional days before the meeting.

5. Voting

- a. All actions and/or decisions regarding substantive issues, except items addressed in section 6 below (Amendment of Bylaws and Policies and Procedures), shall be determined by an electronic ballot of the Faculty, with a majority required for approval.
- b. On those occasions when the Faculty vote on any matter for the Academic Senate or advising in the name of the Academic Senate, votes of Academic Senate will counted separately and will be be transmitted, together with the overall approval or disapproval of issues by the non-Senate members of the Faculty. The vote tallies will be communicated back to all Faculty.
- c. A majority vote means more than half of the votes cast by the voting Faculty. An abstention is not a vote cast.
- d. Ordinarily, votes shall be cast by voice or show of hands, but any Faculty member eligible to vote may require that a vote on a matter be taken by secret ballot. As cited in V.5. above, actions regarding substantive issues shall be determined by a ballot of the Faculty.

- e. A motion to submit a measure to electronic ballot has precedence over a motion to vote in a meeting.
 - f. A member may provide another member with a written proxy for a particular meeting or agenda item.
6. Amendment of Bylaws and Policies and Procedures
- a. These Bylaws may be added to, amended or replaced by a two-thirds majority vote of all the voting members of the Faculty, with the vote taken by electronic ballot. No change shall be made in the Bylaws that are inconsistent with the Code of the Academic Senate.
 - b. Policies and procedures related to senate faculty personnel matters governed by the School of Nursing may be added to, amended, or repealed by a two-thirds majority vote of all the voting Academic Senate members of the Faculty, as prescribed in ASB 55, with the vote taken by electronic ballot. No change shall be made in the policies and procedures that are inconsistent with the Code of the Academic Senate.
7. Procedure
- a. Questions of procedure that are not governed by the Bylaws shall be resolved by "Robert's Rules of Order."
 - b. The procedural rules of the Faculty governing meetings may be suspended by vote of the Faculty, provided that not more than two voting members present object to such suspension.

ARTICLE VI. COMMITTEES AND ADVISORS

Members of standing committees shall take office on September 1, or on the date of appointment, and shall serve through August 31.

1. Executive Committee
- a. The Executive Committee shall consist of three elected members (in addition to the Chair) from the Academic Senate who do not hold an appointment of dean; the Chair of the Faculty; the Dean of the School, *ex officio* non-voting; the Associate Dean for Research, *ex officio* non-voting; the Associate Dean for Academics, *ex officio* non-voting; and one member elected by the faculty in series other than an Academic Senate series (non-voting)
 - b. The election shall be by electronic ballot administered each spring by the current Chair with ties broken by lot. A ballot shall be prepared by the Chair listing all

Academic Senate nominees who agree to run and stating the number of vacancies, and distributed to all voting members of the faculty. Ballots shall be returned electronically within 10 business days to be valid. Each voting member of the Faculty is entitled to vote for up to as many candidates as the number of vacancies. The candidates with the highest number of votes shall be elected, subject to the requirement in VI (1)(d) below. On a separate ballot, Federation faculty may vote for the non-voting faculty representative from a series other than the Academic Senate series. Each elected member shall serve a two-year term in total, and may serve two consecutive terms.

- c. The terms of the elected Academic Senate members and the Academic Federation member shall be staggered. To accomplish staggering, all four members will be elected at a first election, after the Chair is elected. The Chair will have a two year term and two of the remaining members will, by lot, fill a one-year term and the others a two year term. Elected members other than the Chair who are unable to complete their term will be replaced by a vote of the remaining elected members.
- d. Every reasonable effort shall be made to include one nurse among the elected Academic Senate members.
- e. The Executive Committee shall meet as necessary, but at least once per year in advance of each faculty meeting.
- f. The Executive Committee shall receive requests that may require committee action and direct such requests to the appropriate committee(s).
- g. At least three of the voting members shall constitute a quorum for the transaction of business by the Executive Committee.
- h. The Executive Committee shall submit to the Faculty each year, at the regular meeting in October, nominations for the members and chairs of all standing committees of the Faculty, if any. The Faculty shall either elect those nominated or make additional nominations from the floor. If additional nominations are made, election for the respective committees shall be by electronic ballot. The Executive Committee shall appoint members to fill any vacancies occurring during the year.
- i. The Executive Committee shall appoint members to and designate the Chair of special committees as may be authorized by the Faculty.
- j. The Executive Committee shall consider administrative matters referred to it by the Dean through the Chair.
- k. The Secretary shall provide the Faculty with written minutes of each Executive Committee meeting within ten instructional days. These minutes shall clearly

describe all actions taken by the Executive Committee, and may be distributed electronically.

- l. In the event of a tie vote on matters requiring a vote of the Executive Committee, the decision shall rest with the Chair or Acting Chair.
- m. Any member of the faculty can attend the Executive Committee meeting and have the privilege of the floor.
- n. In situations requiring emergency action by the Executive Committee, it may issue statements and take actions in its own name as required. However it must inform the faculty by mail of its actions, and have its actions confirmed, rejected or changed at the next regular or special meeting of the faculty.

Approved by the Faculty of the Betty Irene Moore School of Nursing

Date: **August 15, 2014**

A handwritten signature in black ink, appearing to be 'A. Moore', written in a cursive style.

Reviewed by the Committee of Elections, Rules and Jurisdiction

Date: **June 11, 2014**

Approved by the UC Davis Representative Assembly

Date: **November 6, 2014**