

April 2, 2009

To: Department Chairs and Administrative Officers

From: G.J. Matthey, Chair  
Committee on Elections, Rules and Jurisdiction

Don Price, Secretary  
Davis Division of the Academic Senate

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The Representative Assembly is the body that enacts all legislative changes to the Davis Division Bylaws and Regulations. How well our system of shared governance works is directly related to the extent to which the faculty is well informed and actively involved. Your departmental representative is the primary source of information concerning matters of importance to the Academic Senate.

In accordance with Bylaw 34(B), departments (or voting constituencies, described below) are to **elect** a representative and one or more alternates to the Representative Assembly of the Davis Division. We strongly encourage departments or constituencies to elect representatives who are interested in representing your faculty and are committed to shared governance. It is essential that they make it a priority to attend the meetings that are generally held once each quarter, normally from 2:00 to 4:00 P.M. Formal business of the Assembly cannot be conducted without a quorum.

We strongly recommend that each department or constituency **elect two** alternates. In case your representative cannot attend, only the first or second alternate on record may represent the department or constituency; there are no votes by proxy. Should a department or constituency wish to forgo election of alternates for the entire term of office, it would need to send to the Davis Division Office written notice of the identity of the person who was elected to serve as the alternate representative in advance of any meeting at which the person would serve as an alternate. Such notice may be given for a single meeting, or for the remainder of the term.

In case of a vacancy, a newly-elected representative or alternate will not be able to sign in at meetings unless the Secretary's records indicate that a department or constituency has elected that representative or alternate.

Instructions on reporting Representative Assembly election results to the Division:

1. Go to [http://academicsenate.ucdavis.edu/ra/elections/rep\\_submit.cfm](http://academicsenate.ucdavis.edu/ra/elections/rep_submit.cfm)
2. Click the button entitled "Log In"
3. Enter your Kerberos ID and password
4. At the bottom of the page, Enter your six-digit "home department code" (Ex. 030160, this code is used by the payroll/personnel system) and click the button entitled "Get Department"
5. Enter all required information and submit

**If your department has less than 13 Academic Senate members** (as indicated by the roster): In accordance with Bylaw 34(B), departments with fewer than 13 faculty eligible to vote need to join with another department or departments to form a voting constituency. Each voting constituency will **elect** a representative and, if desired, one or more alternates to represent the constituency at each Representative Assembly of the Davis Division meeting.

1) To form a voluntary voting constituency, please complete and return the Voting Constituency Form located at [http://academicsenate.ucdavis.edu/ra/elections/voting\\_constituency\\_form.doc](http://academicsenate.ucdavis.edu/ra/elections/voting_constituency_form.doc) to the Academic Senate Office (attention to Edwin M. Arevalo, 754-7468). Departments unable to join a constituency by May 4, 2009 will be grouped into voting constituencies by the Committee on Elections, Rules and Jurisdiction, as required by Bylaw 34(B). A voting constituency may be composed of any number of departments, provided there are at least 13 voting Senate members in the constituency as a whole. Also, it is permissible for your department to join an existing voting constituency if it is mutually agreeable. In all cases, the chairperson of each department, in the voting constituency, **must sign the Voting Constituency Form before the form can be accepted.**

2) After the voting constituencies are formed, each voting constituency must elect a departmental representative and alternates to serve on the Representative Assembly beginning September 1, 2009 and ending August 31, 2011.

Please contact Edwin M. Arevalo once your constituency form has been filled out for further instructions.

**Please complete the election process and enter your results into the system by 5:00 P.M. on Monday, May 4, 2009.**

If you have any questions concerning this procedure, please contact Edwin M. Arevalo at [emarevalo@ucdavis.edu](mailto:emarevalo@ucdavis.edu) or 754-7468.