

BY LAWS of the SCHOOL OF EDUCATION UNIVERSITY OF CALIFORNIA, DAVIS

ARTICLE I. –NAME OF ORGANIZATION

The name of this organization is the School of Education, University of California, Davis (hereafter, the School).

ARTICLE II. –PURPOSE OF ORGANIZATION

The purpose of this organization is to be a leader in educational research and the preparation of educational researchers and practitioners, and to pursue significance, excellence and scholarly rigor in research, graduate and undergraduate teaching, and service to the people of California.

ARTICLE III. –MEMBERS

III.1. Faculty

The Faculty of the School shall consist of

- a. the President of the University of California;
- b. the Chief Campus Officer of the Davis campus;
- c. the Dean of Graduate Studies of the Davis campus;
- d. the Dean of the School of Education (hereafter, the Dean);
- e. all members of the Academic Senate who are members of the School of Education.

III.2. Voting Faculty

Voting rights and their extension are governed by Academic Senate Bylaws SBL 55B and 55C and apply to the Faculty and its committees.

III.3. School Regulations and functions of the Faculty and the Dean

The *Faculty* shall determine *the institutional policies*, regulations and procedures of the School pertaining to curriculum, student admissions, and academic personnel evaluation *and appointments*.

The Dean shall be the chief administrative and fiscal officer of the School. The term “dean” as used in these Bylaws includes the Associate Dean.

ARTICLE IV. –OFFICERS

IV.1. Chair

The Faculty member elected to the Chair Elect position shall be determined by votes,

with ties decided by lot. The Chair Elect will take office on September 1 and serve as Chair in waiting as one of the four elected Senate Faculty members through August 31 of the following year. On September 1 of the subsequent year, the Chair Elect will become Chair and serve in that capacity for two years through August 31st. The Chair shall serve as Chair of the Executive Committee, shall preside over all Meetings of the Faculty of the School, and have such other secondary duties as the Faculty shall direct. The Chair is authorized to refer directly to the appropriate committee of the Faculty any or all questions, including petitions of students pertaining to School matters, placed in his or her hands for presentation to the Faculty.

IV.2. Secretary

The Faculty member receiving the most votes, with ties decided by lot, for the position of Secretary on the Executive Committee of the School shall serve as Secretary for a two-year term. The Secretary will take office on September 1 and serve as Secretary for two years through August 31st. 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, the maintenance of a current roster of members of the Faculty and of the membership and officers of all committees and programs connected to the SOE. The Secretary shall meet with the officers of the EDGSA to insure that students are elected to the Standing Committees as prescribed by the bylaws of the SOE.

IV.3. Replacements.

If the Chair is unable to complete his or her term of office, the elected members of the Faculty Executive Committee will choose a replacement from among the remaining members of FEC: either the Chair-Elect, Secretary, or another elected member. If the Secretary or an ad-hoc member of FEC becomes Chair (in the Chair-replacement scenario) or is otherwise unable to complete his or her term of office the elected members of the Executive Committee shall select a replacement. The replacement shall serve through August 31.

ARTICLE V. –MEETINGS

V.1. Regular Meeting

The Faculty shall meet at least once each quarter during the academic year. At least one fall quarter meeting shall be held during the month of October.

V.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 is 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.

V.3. Attendance and Quorum

It is generally expected that all voting Faculty shall attend the Meetings of the Faculty. Only members of the Faculty may be present at Meetings of the Faculty during consideration of student petitions for reinstatement, student disciplinary matters, and matters determined to be strictly confidential by the Chair. Guests, including students, may be present at other times by the invitation by the Chair. Upon objection, a majority vote is required to allow a guest to be present. A quorum shall consist of a majority 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.

V.4. Meeting Agenda

At least five instructional days before a Meeting of the Faculty, 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 may 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.

V.5. Voting

- a. A majority vote means more than half of the votes cast by the voting Faculty. An abstention is not a vote cast.
- b. 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.
- c. A motion to submit a measure to mail ballot has precedence over a motion to vote in a meeting.
- d. A member may provide another member with a written proxy for a particular meeting or agenda item.

V.6. Amendment of Bylaws and Policies and Procedures

- a. These Bylaws may be added to, amended, or replaced at any regular or special meeting by a two-thirds vote of all the voting members of the Faculty present, provided that written notice has been sent to all members as prescribed in DD Bylaw 180. No change shall be made in the Bylaws that is inconsistent with the Code of the Academic Senate.
- b. Policies and procedures related to curriculum, admissions and senate faculty personnel

matters may be added to, amended, or repealed by a majority vote of all the voting members of the Faculty, provided written notice shall have been sent to all members as prescribed in DD Bylaw 180. No change shall be made in the policies and procedures that is inconsistent with the Code of the Academic Senate.

V.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 as specified by each committee. Terms shall be staggered and no longer than two years.

VI.1. Executive Committee

(A.) The Executive Committee shall consist of four elected members, the Faculty chair, *ex officio*, the Dean of the School, *ex officio* and the Associate Dean for Academic Programs, *ex officio*. Ex officio members shall not have the right to vote. When FEC officer or member terms are up, the Chair shall call for nominations before the last spring Meeting of the Faculty. The election shall be by secret ballot administered each spring by the current Chair with ties broken by lot. Each voting member of the Faculty is entitled to vote for two members of the committee each year. The terms of the elected members shall be staggered, and members shall be *elected on a two-year cycle*. Chair Elect and Secretary elections shall alternate by year; as shall elections for the remaining members. When the Chair Elect becomes Chair in the second year, two member slots become available. One will be a one-year term; the other, a two-year term. Thus, in Year 1 faculty will elect the Chair for a three-year term (one year as Chair-Elect/ad-hoc and two years as Chair) and a Secretary for a two-year term. In Year 2 faculty will elect two ad-hoc members, one for a two-year term and one for a one-year term. Elected members who are not officers and who are unable to complete their term will be replaced by a vote of the remaining elected members.

(B) The Executive Committee shall meet as necessary, but at least once per month at the discretion of the Chair during the academic year.

(C) The Executive Committee shall receive requests that may require committee action and direct such requests to the appropriate committee(s).

(D) At least three of the elected membership, excluding vacancies noted in the records of the Secretary, shall constitute a quorum for the transaction of business by the Executive

Committee.

(E) The Executive Committee shall submit to the Faculty each year, at the regular meeting in May or at a special meeting in June designated for elections nominations for the members and chairs of all standing committees of the Faculty. 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 secret ballot at this meeting. The Executive Committee shall appoint members to fill any vacancies occurring during the year.

(F) The Executive Committee shall appoint members to and designate the Chair of special committees as may be authorized by the Faculty.

(G) The Executive Committee shall consider administrative matters referred to it by the Dean through the Chair.

(H) 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.

(I) 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.

(J) Any member of the Faculty can attend the Executive Committee meeting and have the privilege of the floor.

(K) 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.

VI.2. *Standing Committees*

(A) The Educational Policy Committee shall advise the Faculty on curriculum, admissions and other matters of educational policy referred to it by the Chair. Issues may be related to courses of instruction, undergraduate programs, graduate programs, admissions, and the awarding of financial aid. The Educational Policy Committee (EPC) also assist the Graduate Advisor as appointed by the Dean of Graduate Studies in determining when students are no longer in academic good standing or academically disqualified from the School and shall hear and determine petitions from academically disqualified students. This committee shall consist of the Graduate Advisor and the Associate Dean for Academic Programs as an *ex officio* member, and at least three other Faculty members elected by the Faculty and two students elected by their peers.

(B) The Courses Committee shall advise the Faculty on issues related to the proposal of new courses or revisions to existing courses for any program in which SOE faculty teach as referred to it by the Chair. Issues may be related to courses offered by the SOE on its own or in collaboration with other UCD faculty or with faculty from other institutions. Courses developed for income-generation programs must be reviewed by the Courses Committee when these courses are first developed and periodically as directed by the Chair of the FEC. This committee shall consist of three Faculty elected by the Faculty, one representative elected by the Lecturer/Supervisors and two students elected by their peers. Elected members shall serve for two-year terms on a staggered basis. To achieve

School of Education Bylaws – As amended 2009/2011/2020.

staggering for the first election, two Faculty members shall serve for two-year terms and one for a one-year term. The Courses Committee shall meet at least once a term. The Faculty Executive Committee shall nominate the Chair of the Courses Committee from the elected Faculty members. The Faculty member elected to represent the SOE in the Academic Senate Courses committee shall be one of the elected members. The Committee shall elect a Secretary to maintain a record of meetings. The Dean shall appoint a staff person to assist the Secretary in keeping an accurate record of meetings and preparig an annual report to the FEC.

Approved by the Faculty of the School of Education. June 1st, 2020

Approved by the Faculty of the School of Education. June 6th, 2011

Approved by the Faculty of the School of Education; June 9th, 2009

Approved by the Faculty of the School of Education : February, 10, 2003

Reviewed by the Committee of Elections, Rules, and Jurisdiction (date): April 10, 2003

Approved by UC Davis Representative Assembly (date): May 7, 2003

Approved by the UC Davis Representative Assembly: Oct. 25th, 2011